



Charles Sturt  
University

## Position Description



## Maintenance Coordinator

### Division of Facilities Management

Classification	Level 6
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	August 2020

### Division of Facilities Management

#### Operational Services

The Division of Facilities Management is responsible for developing and maintaining the campuses of Charles Sturt University, to provide a conducive and sustainable environment for safe living, learning, teaching and research. The Division plans, maintains, designs and constructs the buildings and environments on our campuses at Albury-Wodonga, Bathurst, Port Macquarie, Dubbo, Orange and Wagga Wagga.

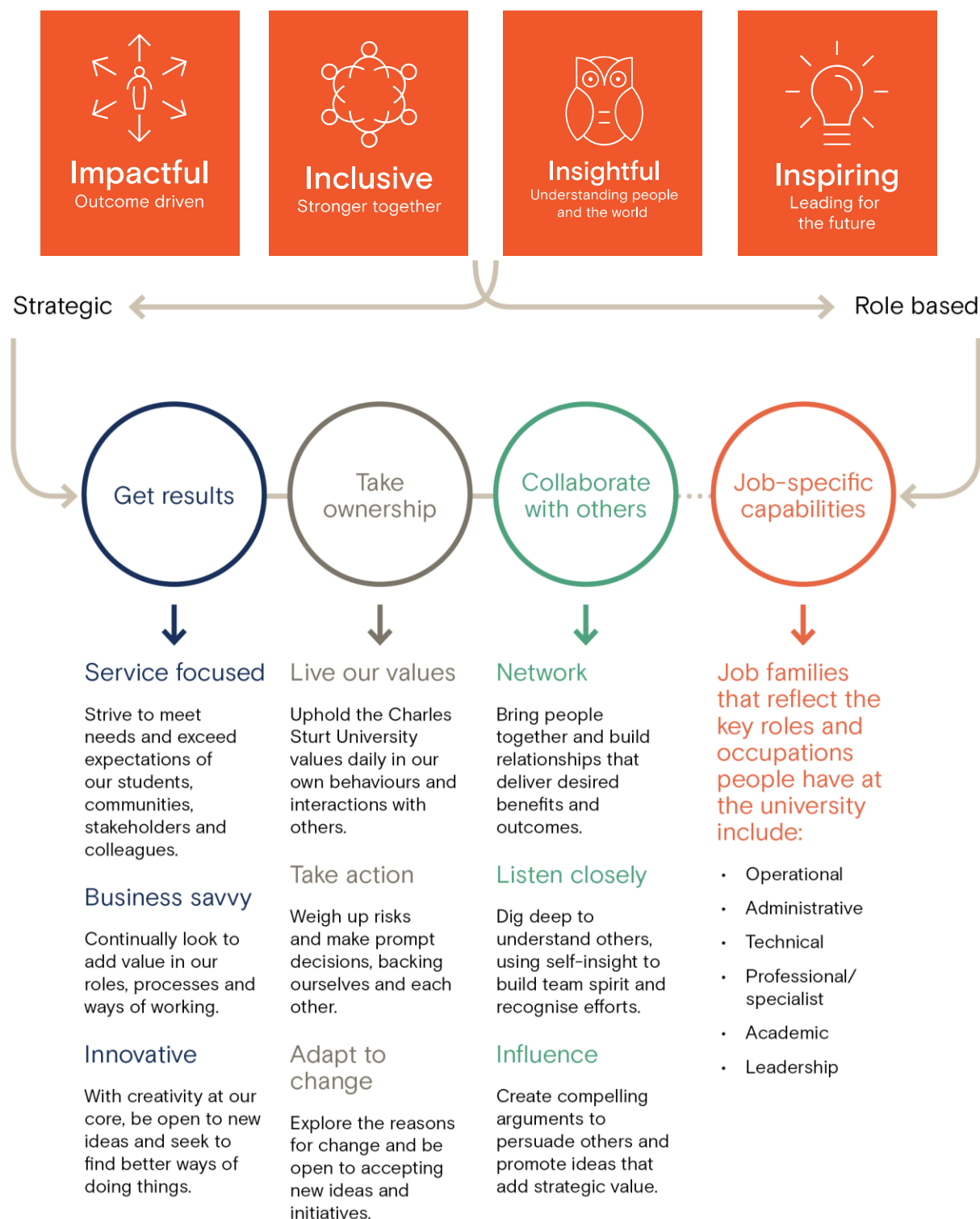
The Operational Services Directorate provides effective stewardship of campus facilities by ensuring all resources are effectively and efficiently operated and maintained while focused on our students and staff in their pursuit of academic excellence. Operations and Maintenance Department input is integral to the Division's strategic planning process.

The Operational Services team provides the leadership, management and technical skills required to maintain and operate Charles Sturt University's built environment and infrastructure. For further information about the Facilities Management group go to our home page via the hyperlink below.

[Division of Facilities Management home page](#)

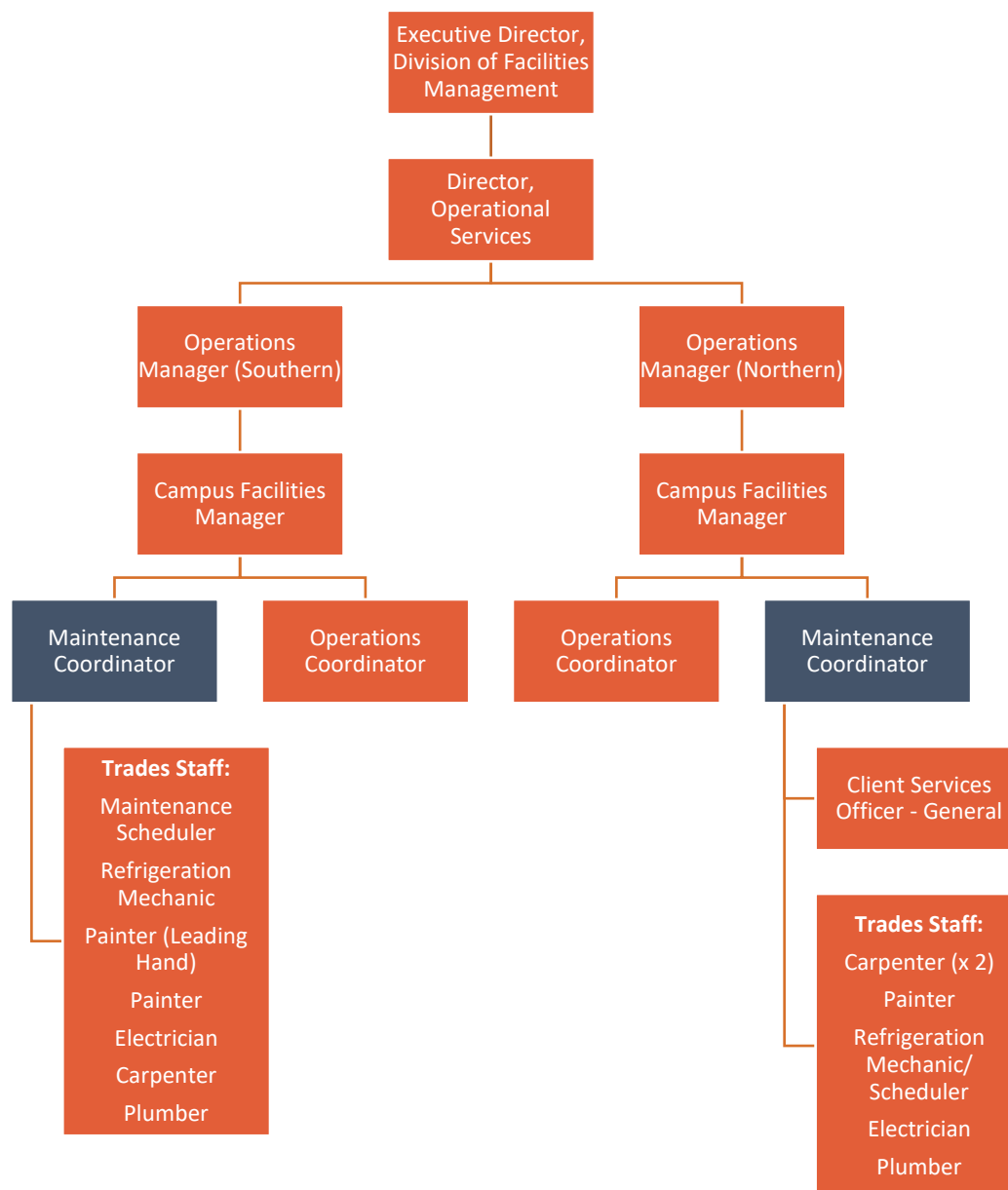


## Our University Values





## Organisational Chart



## Reporting relationships

**This position reports to:** Campus Facilities Manager

**This position supervises:** Trades Staff  
Client Services Officer - General (Bathurst)

## Key working relationships

- Operations Coordinator
- Energy Manager
- Laboratory Managers
- Student Residential Manager



## Position overview

The Maintenance Coordinator is responsible for ensuring the planning and timely delivery of responsive and preventative maintenance of campus building and infrastructure plant and equipment are undertaken in accordance with priorities determined by the Campus Facilities Manager .

The Maintenance Coordinator is also responsible for a range of quality assurance and facility management administrative tasks across all disciplines within the Section. The position shall ensure appropriate records are maintained in accordance with established standards and legislative requirements.

### Capabilities

- Have the ability to work within and build a good team environment
- Be self-motivated with a strong work ethic and client service ethos
- Have the ability to appreciate and respond to critical/urgent work requests in accordance with established time frames
- Have the ability to 'trouble shoot' and understand complex work instructions and to manage changing work priorities
- Have the ability to work competently and safely without supervision

The above capabilities are basic requirements expected of a competent and experienced tradesperson. The University has a broad range of equipment that requires responsive and planned maintenance. Much of this equipment is highly technical and, if not handled correctly, would prove to be dangerous and costly. The position is required to work alone and with other maintenance staff in multi skill situations, therefore the ability to cooperate, lead and work with other staff is essential.

## Principal responsibilities

- Schedule and allocate tasks associated with planned and responsive maintenance works involving internal and external resources, in accordance with the relevant Australian Standards, Work Health and Safety (WHS) legislation, specifications and Codes of Practice.
- Assist the Campus Facilities Manager with the management of the Section's works processes, including detailed work order management, in accordance with Divisional policy.
- Monitor work order response and completion times within the allocated priority targets for Building Infrastructure, plant and equipment in accordance with established industry standards, manufacturer's recommendations and statutory compliance requirements using the Divisions information management systems (PULSE).
- Assist Campus Facilities Manager with the implementation of innovative programs to improve customer satisfaction levels.
- Ensure that all required statutory inspections on campus building and infrastructure plant and equipment are satisfactorily carried out, recorded and compliance certificates issued.
- Monitor and ensure contractor work quality, safe work processes, work efficiencies, and verify payment claims.
- Assist the Campus Facilities Manager with the preparation of plans and specifications for building systems and services and the commissioning of plant and equipment related to building projects.
- Actively seek to identify and implement energy conservation measures for all plant, equipment and services



- Assist the Campus Facilities Manager with the implementation of innovative programs to improve customer satisfaction levels.
- Assist with after-hours support of the campus and Emergency Response.
- Participate in the implementation of Equal Employment Opportunity (EEO) and Affirmative Action programs as appropriate to the Division of Facilities Management.
- Other duties appropriate to the classification as required.

## Physical capabilities

The incumbent may be required to perform the following.

- Applicant should be physically fit, mobile, have the ability to work at heights, and possess good eye sight to differentiate colours. The applicant should also be capable of withstanding adverse weather conditions when required.
- Work in other environments beyond the school, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#).
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. Possession of a trade certificate or post trade qualification and extensive relevant experience leading to the development of broad knowledge in a technical field related to building construction or building maintenance; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Be experienced and knowledgeable in all aspects of commercial building services and demonstrate a pride in workmanship.
- C. Be experienced in the supervision and co-ordination of day labour and contract trade personnel who are involved in the maintenance of buildings and services.
- D. Have effective oral, written and interpersonal skills to effectively manage works involving internal and external resources and promote excellent client relationships
- E. Have the ability to interpret complex schematic diagrams, working drawings and specifications.
- F. Have strong computer skills in the use of spreadsheets, word processing, web sites, email programs and extensive experience with Computer Maintenance Management Systems (CMMS)
- G. Have a thorough knowledge of and experience in implementing and monitoring Work Health and Safety (WHS) policies and procedures.
- H. Have a knowledge and understanding of Equal Opportunity legislation policies and procedures.
- I. Have knowledge of and understanding of Risk Management procedures
- J. Hold a current driver's licence.

### Desirable

- K. Experience in the effective implementation of policy in a large organisation.
- L. Proven record of supervising staff, including performance management and staff development



