

<b>Position Title</b>	Dental Facilities Supervisor
<b>Classification</b>	Level 5
<b>School/Division</b>	Health and Medical Sciences
<b>Centre/Section</b>	Oral Health Centre Western Australia (OHCWA)
<b>Supervisor Title</b>	General Manager
<b>Supervisor Position Number</b>	301745
<b>Position Number</b>	322274

## **Your work area**

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The Oral Health Centre of Western Australia (OHCWA) is a collaborative Centre involving the University of WA's Dental School, Curtin University, and the WA Department of Health. The Centre is the primary focus of oral health education, research, and specialist care delivery in Western Australia. It will treat approximately 14,000 patients annually and deliver several clinical and technical training programmes.

## **Reporting structure**

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Reports to: General Manager

## **Your role**

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As the appointee, you will under general direction provide physical and administrative support for the Maintenance and Repairs program at OHCWA (including other satellite clinics) and supervises contractors as required. This role is responsible for coordinating, and maintaining maintenance and repairs (preventative, corrective and predetermined) tasks, which requires a solid working knowledge of maintenance programs for clinical and other dental equipment and building facilities. Comprehension and working towards the clinical and operational needs of OHCWA as a dental hospital is a daily requirement, which includes providing advice, training and support to others, including external contractors.

## **Your key responsibilities**

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Minor dental equipment repairs and maintenance

Obtain quotations, request purchasing items/services, accept the issue of the building, and fit out related items for maintenance, repairs, and refurbishment.

Supervises maintenance and repair workers/contractors (access, instruction, OH&S and quality of work, time allowed for work) engaged to undertake OHCWA building (infrastructure) and dental equipment maintenance and repairs work and do quality checks upon completion.

Liaise inadequacies or underperformance to issued orders for contractors and inform relevant staff and managers.

Contribute to developing a plan for building, infrastructure, and dental equipment maintenance programs, as well as life cycle planning for asset management – preventative (regular), corrective (issue), and predetermined (factory schedule).

Maintain a database of all maintenance works and repairs completed with full details.

Liaise with Managers to facilitate an up-to-date record of all Assets.

Coordinate the management-approved maintenance planning schedule. Ensures maintenance tasks are completed at the pre-scheduled times throughout the year.

Maintain servicing and repair works follow relevant building regulations and legislation. Ensures dental equipment always complies with relevant clinical requirements.

Maintain dental devices (servicing and repair) to ensure the safe and proper operation of these devices on an ongoing basis.

Prepare building and equipment inspections to ensure required reports are completed and accurate and issues proactively addressed.

Evaluate worksites to determine when maintenance is needed if not covered in schedules and planning and make proposals.

Responds to maintenance requests. Escalates building and dental equipment issues to management and recommends solutions.

Trains support, advise and help others with relevant trade and technical issues. Coordinate and contribute to maintenance training.

Ensure that Occupational Safety and Health Administration (OSHA) is applied throughout the building and its surroundings.

safety inspections in the building and surrounding areas and acts as OSH Representative.

Contribute to identifying hazards in the workplace, removes them (where possible), and then reports them to management.

Other duties as directed.

## **Your specific work capabilities (selection criteria)**

Relevant Tertiary Qualification

Substantial relevant general maintenance experience at an appropriate level.

Substantial relevant dental equipment maintenance experience at an appropriate level.

Highly developed organisational skills with the demonstrated ability to set priorities and meet deadlines.

Highly developed written and verbal communication skills.

Proficiency in various computing skills, including Word, Excel, and Outlook and demonstrated competence using Star Rez maintenance reporting feedback.

Current knowledge of relevant regulations and standards, including OSH legislation. OSHA and Dental Clinical requirements experience desired.

Ability to work independently, show initiative, problem solve and work productively as part of a team.

Knowledge and Experience in a Health and Medical work environment desired but not essential

## **Special requirements (selection criteria)**

This role requires physical activity and involves a lot of walking and bending.

They must visit OHCWA's satellite dental clinic facilities (including rural sites) for maintenance and repair supervision.

Must finish OSHA 30-hour training within the first three months of work.

Current "C" class driver's licence.

Current Working with Children check.

Current National Police Clearance certificate

## **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

To learn more about the University's Code of Conduct, see [Code of Conduct](#).

To learn more about Inclusion and Diversity, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, health and wellbeing, see [Safety, Health and Wellbeing](#).