

POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title: Maintenance Works Supervisor Level: 6/7
Faculty/Division: Facilities Management Division Department/Location: Maintenance Unit

Primary purpose of the position:

Under limited direction, responsible for administration of maintenance work performed under contract, including the day-to-day management of the preventative maintenance programme and corrective maintenance requirements for essential building services and conformance to the Building Compliance Act.

Position Environment:

Deliver cost effective maintenance services in accordance with Maintenance response times and budget provisions.
Maintain a high level of customer satisfaction and business continuity.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Plan, organise and supervise maintenance and minor installation work of University building services by contractors, maintaining University Standards and the requirements of regulatory authorities.	Cost effective and reliable on time maintenance	50%	
2.	Recommend delivery methods, review and administer contracts for work undertaken by contract.			
3.	Provide estimates, call and assess quotes, recommend award of contracts, supervise work and administer contracts.			
4.	Maintain effective communication with clients, staff, management, contractors and local authorities.			
5.	Manage WH&S requirements in the workplace and attend campus emergencies.	Safe workplace environment	15%	
6.	Prepare budgetary proposals for the maintenance yearly budget. Manage expenditure and fee for service income in accordance with financial delegations. Recoup fee for service revenue.	Cost effective maintenance	5%	
7.	Supervise trade staff and apprentices as required	Safe and effective workplace	5%	
8.	Prepare minor specifications and drawings for new work up to \$100,000.	Deliver minor projects	5%	

9.	Plan, supervise and develop maintenance and minor installation work of the following systems, Building Management Control, Fire Detection and Emergency & Exit Lights.	Satisfactory performance of electronically controlled facility systems	5%	
10.	Inspect and report on the condition of building services.	Satisfactory building services	5%	
11.	Provide technical advice, in particular for business continuity and emergency planning considerations.	Cost effective and reliable on time maintenance	5%	
12.	Maintain knowledge of developments in building trades. Report on new methods and products in the industry that may be of benefit to the University.	Best practice maintenance knowledge	5%	
13.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
14.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
15.	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing	

Reporting Relationships:

Position Reports to:	Manager, Maintenance
The position supervises the following positions:	Trade Staff and Apprentices (Level 3/4 and Level 2)
Other Key Contacts:	

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
FMD Managers	Project liaison as required
WH&S Unit	Safe working liaison as required
Department and School Heads	Customer liaison as required

Key Challenges:

1. Maintain a high level of internal and external customer satisfaction
2. Meet budget constraints
3. Diverse and changing work environment
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Proven sound knowledge of general maintenance principles and strategies and/or facilities maintenance.
- Demonstrated sound understanding of relevant Australian Standards, building codes and the regulations of local authorities
- Word processing, data base and spreadsheet computer skills
- Practical understanding of WH&S and Equal Employment Opportunity legislative requirements

Desirable:

- Experience with BEIMS and/or ability to operate computer-based maintenance delivery systems
- Good working knowledge and understanding of associated trades

SELECTION CRITERIA - Education & Experience:

Essential:

- Hold a current licence or certificate as an electrician.
- Electrical Contractors Licence or Qualified Supervisors Certificate
- Extensive post trade experience as a maintenance supervisor of contracted works
- Demonstrated experience with building management systems and electronic controls
- Experience in managing and administering contracts

Desirable:

- Post trade Associate Degree or Advanced Diploma in electrical discipline or equivalent combination of relevant experience and/or education/training
- Experience with Electronic Fire Control Systems
- Experience with access control and CCTV Systems
- Experience with Building Management Systems
- Experience with air conditioning controls

Personal Attributes:

Essential:

- Ability to operate in a team based/client focused environment
- Proven ability to lead and motivate a cohesive technical team
- Ability to work under pressure on diverse work activities
- Strong communication skills
- Strong problem solving skills

Special Job Requirements:

- Emergency response coordination of maintenance services including outside of normal working hours
- 5-year fixed term contract
- Drivers Licence (Class C)
- Occasional travel to satellite campuses

Approval:

Approved by Head of Unit: Dylan Chresby
Manger Maintenance

Date: October 2012

Approved by Human Resources: _____

Date: _____