



Facility Maintenance Coordinator ABR Facility Moss Vale

The Garvan Institute of Medical Research is one of Australia's pre-eminent biomedical research institutes. The research of the Institute is carried out within seven major research disciplines - Cancer, Diabetes & Obesity, Immunology & Inflammation, Bone & Mineral and Neuroscience Research Programs and the Autoimmunity and Pituitary Research Units.

A new 4000m² Garvan research support facility (operating as Australian BioResources) is being established at Moss Vale, with the project due for completion in June 2008. A Facility Maintenance Coordinator (full time – but part time will be considered) is required to oversee day-to-day maintenance of engineering systems and generally assist in facility operations. This role is critical to the maintenance of human and animal environments and involves advanced engineering systems.

The incumbent will be trained on site and be supported by the Garvan Engineering Department. Essentially they will be required to:

- Monitor alarms and the condition of engineering systems
- Coordinate attendance of specialist trades for both routine and reactive maintenance.
- Perform other facility support roles (e.g. transport, procurement, grounds and waste management, security). This may especially be necessary while the facility builds to full output

To secure this opportunity the successful applicant will need to possess the following skills and attributes:

Essential

- Able to undertake basic maintenance tasks which may require full physical ability
- Strong commitment to quality;
- Mature communication and interpersonal skills;
- Self motivated and highly responsible;
- Ability to work well with other staff;
- Meticulous in attention to detail; Strong organisational skills;
- A high level of reliability;
- Ability and motivation to develop new skills and learn new procedures.
- Highly competent in use of Windows-based computers including email, web browsers, mobile phone messaging systems
- A willingness to attend to emergencies (rostered on-call)
- Full drivers licence

Desirable

- A trade qualification or demonstrable equivalent experience;
- Good keyboard skills and competence in Microsoft Office applications

Remuneration will be based on experience and qualifications.

For further information, contact Jeff Freeman (02) 9295 8159. Written applications, including a brief resume, should be forwarded by Wednesday 9 April 2008, and be emailed to hr@garvan.org.au or mailed to:

Human Resources
Garvan Institute of Medical Research
384 Victoria Street, Darlinghurst, NSW, 2010
Fax: (02) 9295 8151

A full position description for each of the positions can be obtained by contacting Human Resources on hr@garvan.org.au.