



<b>Position Title:</b>	<b>Facility Maintenance Coordinator</b>
<b>Program (or DSG Organisation):</b>	<b>DSG, Facility Development and Engineering</b>
<b>Reports to (Title):</b>	<b>Engineering Manager and Director ABR</b>
<b>Job Classification &amp; Grade:</b>	
<b>Approved By:</b>	<b>Jeff Freeman and Jenny Kingham</b>
<b>Date:</b>	<b>27 Feb 08</b>

## **SUMMARY**

This position is responsible for the effective day to day operation of the facilities and equipment at the Australian BioResources (ABR) facility in Moss vale. The facility will be maintained by Garvan Facility Development and Engineering Group (FDE) for ABR. ABR is a wholly-owned operating entity of Garvan.

## **ESSENTIAL DUTIES and RESPONSIBILITIES**

The ABR facility houses and breeds many thousands of research mice that are used by multiple medical research entities across NSW, but principally the Garvan Institute of Medical Research, who own and operate the facility. No research per se is carried out at the facility. The maintenance of a clean and stable animal environment is critical to the health and welfare of staff and animals and to the integrity of the research data that is derived from the animals. The facility utilises advanced engineering systems to achieve these ends.

The Garvan Facility Development and Engineering Department (FDE) is located at the Garvan Darlinghurst Campus and the incumbent will report to, and be directed by FDE over technical and facility maintenance matters. The incumbent will also report to the ABR Director over operational and equipment maintenance matters.

### *Duties include:*

- Day to day maintenance of building plant and equipment as documented in maintenance manuals, wherever these can be safely and properly performed by the incumbent following on-site training.
- Coordination of other preventative and reactive maintenance by contractors. Meet and site-induct external maintenance staff. Ensure all work is completed satisfactorily
- Respond to all building alarms and malfunction reports from staff
- Management of security systems (keys, access control, video surveillance etc)
- Management of grounds and gardens
- Management of operational equipment and systems (autoclaves, waste vacuum, washers, water production units etc)
- Preparation of regular written facility status reports for the Manager of FDE and the ABR facility.
- Rostered response to all after hours critical alarms.
- Ensure adequate supplies of parts and consumables of engineering systems are maintained.
- Handyman services
- Energy and utilities monitoring
- Maintenance and utilities invoice processing and budget tracking
- Provide operational back-up and support in the areas of stores, transport and other facility operations



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All of the above will be conducted with due regard to the requirements of the Occupational Health and Safety Regulation 2001.

Overall, the incumbent will be required to take day-to-day responsibility for the safe and efficient running of the building and engineering systems and the operational equipment. They will be properly trained and supported in this role by the staff of FDE and ABR.

## **KEY COMMUNICATIONS**

### *Internal:*

- Director ABR (Establish day-to-day work priorities with respect to operational needs)
- Director FDE (Ensure all preventative and reactive maintenance is carried out as required)
- Engineering Manager, FDE (provide support)
- Operations Manager (Garvan waste, security, dangerous goods)
- OHS Manager, Garvan (overall site safety with respect to staff, contractors and visitors)
- OHS Committee, Garvan (report to and sit on the site sub-committee and through this report to the Garvan OHS Committee)
- Facility supervisors (respond to facility needs)
- Facility staff generally (be helpful, cooperative, act safely)

### *External:*

- Maintenance contractors (Coordinate service and oversee activities on site with respect to work quality and OHS)
- Suppliers of maintenance materials and equipment (ensure adequate supply is maintained at the best price)
- UNSW sheep facility manager (likely to be located on our site)

## **DECISION MAKING**

Independently make all day to day maintenance decisions but within the prescribed maintenance framework. A critical ability is to know when NOT to take action without first taking advice from other staff, consultants or contractors. At all times the incumbent will make decisions that act in the financial, operational and safety interests of ABR and Garvan.

## **ORGANISATIONAL ENVIRONMENT**

The incumbent will directly report and respond to FDE with regard to all technical matters but the prioritisation of issues and the budgetary consequences are of direct concern to ABR; hence the need to be highly responsive to the operational needs of the ABR Director and their staff. Full support for this position will be provided by FDE and Operations groups at Garvan.

## **FORMAL QUALIFICATIONS**

Trade qualifications are desirable but demonstrable technical ability gained otherwise will also be considered,

## **EXPERIENCE, KNOWLEDGE and SKILLS REQUIRED**

The incumbent will:

- Be intrinsically thorough, organised and careful in their approach to all aspects of their work.
- Be quick and eager to learn new skills – significant on-the-job training will be provided
- Have a good basic knowledge of a range of engineering systems (plumbing, electrical, air conditioning)
- Be confident and comfortable in use of computer based systems
- Be a good communicator (hand-written, personal, email and telephone)
- Present well
- Be prepared to undertake on-call work on a rostered basis
- Be highly responsible and take “ownership” of the facility



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- Be prepared to commence work on a fractional basis but which may increase in time.

## **PERSONAL ATTRIBUTES**

The position holder should possess the following personal attributes and qualities:-

Adaptability	Meeting Participation
Analysis/Problem Assessment	Motivational Fit
Building Internal / External Relationships	Negotiation
Communication	Organisational Awareness
Customer Service Orientation	Planning & Organising/Work Management
Energy	Practical Learning
Follow-up	Quality Orientation/Attention to Detail
Formal Presentation	Resilience
Information Monitoring	Teamwork/Collaboration
Initiative	Technical/Professional Knowledge
Integrity	Tenacity
Judgement/Problem Solving	Tolerance for Stress
Keyboard Skills	Work Standards
	Written Communication

## **GENERAL**

All staff:

- are required to adhere to all health and safety policies, procedures and programs of the Garvan and take all reasonable care that their actions or omission of actions do not impact on the health and safety of others in the Institute;
- have a responsibility to co-operate with management and staff with nominated or elected OH&S functions;
- not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
- must immediately report any unsafe work conditions or equipment to management; and
- must participate in compulsory safety training.