



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated, and efficient transport services.

Position Title

Senior Building Services Engineer

Level

6

Position Number

36837
(Nominated)

Division/Directorate

Network and Infrastructure

Branch/Section

Facilities

Effective Date

August 2023

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Technical Building Operations Manager, Level 7

Subordinates: Maintenance Officer, Level 3

Key role of this position

Responsible for undertaking fault analysis and providing sound technical and engineering advice and solutions relating to the effective operations of building infrastructure. The occupant of the role is also accountable for the efficient, cost-effective operation, maintenance, capex projects, upgrades, and development of the assets.

Core duties and responsibilities

Engineering and Technical Services

- Provide technical oversight and governance of the Strategic Asset Management Plan (SAMP)
- Prepare and deliver Asset Management Plans (AMP) for the PTC and PTOCC precinct.
- Provide engineering support, technical strategies and initiatives that ensure sustainable maintenance practices
- Identify, monitor, and analyse fault trending, rectifying, or recommending corrective action.
- Undertake Failure Mode Effect Cause Analysis (FMECA) and root cause analysis.
- Lead and deliver agreed Environmental Sustainable Design (ESD) initiatives
- Ensures document control of specifications, lessons learnt, and deviation management is maintained and compliant with PTA standards, guidelines, and procedures.

Contractor Management

- Establish and maintain register for scheduled plant and equipment servicing
- Oversee maintenance programs with respect to all service systems that form part of the building infrastructure
- Ensure appropriate selection, scheduling and approval of all contractor services provided.
- Ensure suitable risk management practices are in place ensuring the provision of a safe working environment.
- Provide proactive support to building management systems ensuring minimal disruption is caused during breakdown and maintenance of services.
- Lead and manage facilities personnel, onsite cleaning, security personnel and others as necessary.

Project and Building Operations

- Day-to-day management of all matters relating to operations, engineering, risk, and compliance
- Coordinate all maintenance and project activities ensuring clear scope, deliverables, execution, and review.
- Proactively develop, manage, and engage stakeholder relationships across all levels, provide effective and timely communication delivering superior customer service
- Ensures facilities and project operations are sustainable and compliant with Quality, Health, Safety and Environmental standards and legislation
- Provides technical and build operations support to the Technical Building Operations Manager.
- Undertakes Duty Management responsibilities from time to time, rotating through the 'On-Call Roster' for escalations and decision making
- Preparedness and the ability to work unsociable hours, sometimes at short notice.

Continuous Improvement

- Drive reviews and implement practices to improve effectiveness, efficiency and enhance service delivery.
- Drive reviews and implement services and systems improvements relating to the building environment.
- Proactive approach and involvement in services review and development of best practices and implementation.
- Identify opportunities to further improve the asset's environmental performance to meet or exceed the asset's environmental targets, without detrimental effect to customer experience.

Other Duties

- Carries out tasks and functions within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Possession of a Bachelor's degree in Engineering, Facilities Management or equivalent and/or significant demonstrated Facilities Management experience
- Technical knowledge of critical infrastructure and compliance requirements
- Technical and operations experience for all building services discipline (soft & hard Facilities Management): including Environmental Sustainable Development (ESD) leading principles on net zero Government initiative, Green Star, sustainability, renewable energy, CO2 emission reduction, etc.
- Sound working knowledge of relevant legislative requirements according to Acts, Regulations, Codes of Practice, Australian Standards, BCA, NCC and any other related requirements
- Strong financial acumen partnered with engineering background
- Demonstrated contract management experience in a facilities operations, engineering, or infrastructure environment.

2. Leadership and Management

- Highest levels of personal integrity and ethical behaviour
- Highly developed strategic leadership, guidance, hiring and leading diverse teams
- Demonstrated experience in managing building services teams, contractors, and support staff in a built environment.

3. Communication and Interpersonal

- Highly developed stakeholder management, project management and ability to manage multiple stakeholders simultaneously.
- Communicate effectively and collaborate with a wide range of stakeholders.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills, including the ability to resolve complex technical and operational problems and issues.

5. Organisation

- Highly developed organisational skills, including the ability to achieve agreed targets and timelines using effective teamwork and delegation.

6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate dated 3 months or less from the date of application for the position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date