



## Job Description Form

### Our Purpose

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

<b>Position Title</b> Maintenance Officer Building Services	<b>Level</b> 3	<b>Position Number</b> 36917
<b>Division/Directorate</b> Network & Infrastructure	<b>Branch/Section</b> Facilities Infrastructure	
<b>Effective Date</b> October 2023	<b>Health Task Risk Assessment Category</b> 3	

### Reporting relationships

Superordinate: Technical Building Operations Manager - Facilities, Level 7

Subordinates: No Direct Reports

### Key role of this position

The primary function of this position is to monitor the delivery of repair and maintenance to the facilities, air-conditioning, electrical, mechanical services, emergency equipment, associated SCADA systems and any building related equipment. This includes monitoring and coordination of preventive, corrective and breakdown maintenance to ensure completion, compliance to requirements and adhere to applicable safety processes.

### Core duties and responsibilities

- Monitor preventative maintenance on the air conditioning, electrical, mechanical, emergency and related equipment.
- Proactively monitor and schedule breakdown, corrective and planned maintenance ensuring completion on time.
- Carries out inspections, records and monitors actions as needed.
- On site coordination, providing access, monitoring safety practices and enforcing permit process.
- Attends and manages rectification of related equipment infrastructure defects, faults and alarms.
- Attends call outs for plant and fire alarms as and when required.
- Ensure contractors' safe practices by carrying out safety checks, conversations, audits and similar.
- Maintains the facilities emergency services, ensuring adherence to public safety requirements.
- Provides occupational safety and health induction of contractors.
- Monitors contractors engaged to maintain and repair plant and equipment.
- Purchases and maintains adequate supply of spare parts.
- Provides administrative and on-the-ground support for projects.
- Monitors contractor performance and provide reports accordingly.

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## SELECTION CRITERIA

### 1. Core Competencies

- Possession of a Trades Certificate or demonstrated experience working in multi-disciplinary maintenance and/or project activities.
- Proven experience supervising staff and/or contractors in multi-disciplinary projects or building activities.
- Very good knowledge and understanding of the Occupational Safety and Health Act and Regulations particularly in relation to safe work practices.

### 2. Communication and Interpersonal

- Good interpersonal and communication skills, including the ability to liaise effectively with others.

### 3. Conceptual, Analytical and Problem Solving

- Sound problem solving skills and ability to use initiative.

### 4. Computer Literacy

- Ability to use relevant computer applications (including Microsoft Office), with a demonstrated capacity to maintain complete and accurate records.

### 5. 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.
- Ability to accept call outs, outside of normal working hours including weekends and nights.
- On call and as part of after hours on-call and availability roster. Attend to phone calls on a mobile phone provided by the PTA.

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### 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

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**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**