

# Position Description




Position Description Overview	
Position Title	Maintenance Officer
Position ID Code	FAC013
Work Area, Division	Facilities Management, Operations
Reports To	Facility Manager
Direct Reports	Nil
Award	Miscellaneous Award

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
The Maintenance Officer is responsible for the implementation of routine planned maintenance and corrective maintenance in the Perkins buildings. Primarily, the Maintenance Officer responds to work orders for building maintenance, maintains the hardware and spare parts inventory, undertakes routine periodic workplace inspections and testing functions, and manages the gas storage facility.

Position Outcomes and Key Goals
<ol style="list-style-type: none"> <li>1. Complete maintenance and repair tasks safely and on time.</li> <li>2. Identify cost-saving opportunities and manage inventory effectively.</li> <li>3. Establish and maintain strong relationships with suppliers, customers and peers to ensure timely deliveries and work order requests.</li> </ol>

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Maintenance Officer	2	11/11/2024	Facility Manager	Chief Operations Officer	Chief People Officer 

## Key Duties/Accountabilities

1. Respond to and carry out allocated work orders that relate to maintenance and hardware safely and promptly.
2. Maintain and replace general hardware with a high level of attention to detail.
3. Carry out basic carpentry and painting works as required/directed.
4. Collect supplies and parts as required and maintain adequate inventory for servicing requirements.
5. Ensure all goods and hazardous materials are stored as per WHS and other requirements.
6. Ensure storage and work areas are clean, secure, and well-maintained.
7. Work with the Facilities Management team to manage incoming large goods and equipment.
8. Improve practices and identify problems and possible improvements in services and procedures.
9. Carry out routine inspection and testing functions. This includes testing the emergency showers and electrical testing and tagging of appliances as per the planned maintenance schedule.
10. Safely maintain, monitor, and manage the stock holding of the gas storage facility and gas cylinders, including cryogenic and PLC dewars. This includes filling gas tanks and ensuring liquid nitrogen supply and other lab gases to support facility requirements.
11. Transport goods between Perkins locations as required.
12. Complete other duties as requested by supervisor and/or manager.

## Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Previous experience in a similar role completing similar duties.
2. Sound attention to detail and the ability to perform high-quality work.
3. Demonstrated ability to work collaboratively with a team and autonomously under general direction.
4. Pro-active in identifying and reporting defects and issues.
5. Good interpersonal skills, with the ability to communicate clearly with diverse customers, such as scientists, research assistants, students and administrative staff throughout the building.
6. Understanding of basic computer skills, databases, inventory systems and email.
7. Familiarity with Workplace Health and Safety procedures.
8. Possess a current West Australian 'C' Class Driver's Licence.
9. Satisfactory National Police Certificate.

## Special Requirements

1. This position provides leave relief cover for the Facilities Receptions Officer and Concierge.
2. Physical ability to handle and move small objects, stand for extended lengths of time, move freely around wash and workstations, stack, pack, bend and lift small objects is required.

## Key Working Relationships

1. Facilities Management team.
2. Building tenants and stakeholders.
3. Perkins visitors.
4. External service providers, including service contractors, emergency services, security, and regulatory bodies.

## Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

## Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.