

Position Description Overview	
Position Title	Mechanical Services Lead
Position ID Code	FAC011
Work Area, Division	Facilities Management, Operations
Reports To	Facility Manager
Direct Reports	Nil
Award	No Award Applicable

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 Mechanical Service Lead ensures the reliable, safe, and efficient operation of Perkins' mechanical and hydraulic systems across multiple sites. This role drives preventative maintenance, oversees service and project works, supports aging asset management, and enables research and operational teams to function effectively through technical leadership and problem solving.

Position Outcomes and Key Goals
<ol style="list-style-type: none"> 1. Ensure all Perkins' mechanical and hydraulic systems operate safely, reliably, and efficiently to meet the needs of research and operational teams with minimal downtime. 2. Proactively manage and optimise preventative maintenance schedules, lifecycle planning and replacement strategies to ensure regulatory compliance, operational continuity and energy efficient performance. 3. Foster strong collaborative relationships with internal stakeholders, contractors, and consultants to coordinate service works, provide hands-on technical support and address issues promptly, reducing risks to business continuity.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Mechanical Services Lead	1	02/02/2026	Senior Manager, Facilities	Chief Operations Officer	Chief People Officer

Key Duties/Accountabilities

1. Oversee and manage planned and reactive servicing of building mechanical and hydraulic systems to ensure operational reliability and compliance.
2. Develop and implement preventative servicing strategies to minimise downtime and optimise building equipment performance.
3. Conduct routine inspections, diagnostics, troubleshooting and repairs to mechanical and hydraulic equipment to maintain operational continuity.
4. Liaise with external contractors for specialised service tasks ensuring adherence to Perkins' technical standards and schedules.
5. Prepare and analyse reports on technical plant, mechanical, and hydraulic system performance, servicing trends, and operational efficiencies.
6. Support operational and capital planning through informed recommendations on asset repair, replacement, and lifecycle costs.
7. Maintain up to date technical knowledge and support compliance governance across mechanical and hydraulic systems.
8. Safeguard Perkins' infrastructure by proactively identifying risks and ensuring compliance with WHS standards.
9. Provide technical support and guidance for procurement, installation, and commissioning of new building equipment.
10. Coordinate with internal teams to ensure mechanical and hydraulic servicing aligns with broader operational goals.
11. Provide technical input into the development and periodic review of Facilities Management procedures and SOPs, ensuring alignment with operational and compliance requirements.
12. Complete other duties as requested by Supervisor/Manager.

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

1. Relevant qualification a related field and/ or equivalent industry experience
2. Strong knowledge of preventative maintenance strategies and processes.
3. Demonstrated ability working with mechanical and hydraulic systems, including troubleshooting and repairs.
4. Excellent interpersonal and communication skills to engage with a diverse range of stakeholders
5. Proficiency in basic computer skills, including email and maintenance-related software.
6. Adept knowledge in operating Building Management Systems (BMS) and energy management systems.
7. Comprehensive knowledge of relevant standards and codes (AS/NZS, NCC, WHS) and ensuring compliance.
8. Familiarity with workplace health and safety regulations and practices.
9. Experience in facilities management within a research or laboratory environment (desirable).
10. Satisfactory National Police Clearance Certificate.

Special Requirements

1. After-hours work may be required in this position.
2. This position participates in an on-call roster.
3. Physical ability to handle and move objects, stand for extended lengths of time, move freely and safely lift objects up to 10kgs.
4. Ability to work across Murdoch and Nedlands site as required.

Key Working Relationships

1. Facilities Management Team
2. Research Teams and Laboratory Staff
3. External Contractors and Service Providers

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.