

## POSITION DESCRIPTION

<b>Position Title:</b>	Facility Works Supervisor
<b>Cluster / Business Unit / Division</b>	Clayton Campus
<b>Section or Unit:</b>	Engineering - Facilities
<b>Classification:</b>	Band 3
<b>Position Description Number:</b>	PD-1893
<b>Work Contract Type:</b>	Technical

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### POSITION PURPOSE

The Facility Works Supervisor is responsible for independently plan, manage and supervise the effective delivery of works across multiple contractors. The role is responsible for the up keep and maintenance of designated areas on site including receiving and dispatching deliveries and assisting the Stores Manager with maintaining stores control and inventory as required.

### ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

The Synchrotron Light Source Australia (SLSA) provides world-leading technical capability, and the nucleus around which new science and industry networks form as researchers interact. The synchrotron delivers better and faster experimental techniques that not only enhance current fundamental and applied research, but also open up new avenues of investigation to Australian science. The facility promotes international collaboration to enable leading-edge research and development, and is a hub for research that greatly benefits Australia and its regional neighbours.

The Engineering Group at the Synchrotron provides comprehensive engineering, technical, safety, reliability, design, build and maintenance services, delivering engineering solutions to the Beamline Science Group including supporting the delivery of major capital programs and engineering upgrades. The Engineering Group comprises of the Mechanical Engineering Team, Mechanical Technicians Team, Electrical Engineering Team and the Facilities Team including Plant maintenance.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Liaise and negotiate with clients regarding the nature of and scheduling of their work; and plan, supervise, prioritise and manage the completion of routine and non-routine high/medium risk maintenance work across ANSTO ensuring established Service Level Agreements (SLA's) are met.
- Perform basic repairs and maintenance works to building structure, plumbing and plant area to ensure they are in good working order and standards are maintained.
- Calculate, monitor and control the day-to-day use of resources, obtaining quotes and investigating the availability of resources before allocating work.

- Conduct regular inspections of the buildings and grounds and address any issues / carry out repairs as required in a proactive and timely manner.
- Source, supervise and monitor performance of contractors on site (from contracting companies) that are engaged to provide specialised maintenance support for projects and works, ensuring all work is carried out in a safe manner as per the contractor management procedure.
- Undertake periodical cleaning audits to maintain quality outcomes throughout site.
- Report on current cleaning costs against allocated budget including any out of scope extra works that may need additional funding approval.
- Scheduling and allocation of all adhoc building maintenance to external contractor including reviewing all relevant safety documentation prior to works commencing. Undertaking works quality inspection upon completion.
- Maintenance and upkeep of facilities and sanitation of building site and designated areas of responsibility.
- Supervise contractors as required to assist in the completion of maintenance tasks and ensure all work on site is conducted in a safe and acceptable manner.
- Assist Stores Manager with logistics, receiving and dispatching domestic and international deliveries, maintaining stores control and inventory and invoice reconciliation.
- Provision of in-house use of forklift training and compliance including record keeping to ensure licences for personnel conducting forklift activity is valid and maintained
- Manage the receipt and storing of goods arriving to the Stores, ensuring that incoming material is intact, documentation is inspected for conformity and information is recorded in the Purchasing System
- Manage the Stores stock take reconciliation, including ordering of required stock and audit and reconciliation of existing stock maintenance in SAP.
- Ordering, distribution and control of beamline consumable gas cylinders throughout site.
- Provide customer service to all internal stakeholders, by ensuring that staff are notified of incoming goods for pick up , supplies are provided / distributed and defective material is returned without delay, working closely with the purchasing / procurement staff.
- Contribute to the continuous improvement of the group by encouraging the sharing of knowledge and experiences.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

The role makes decisions related to:

- Independent prioritization of work orders to ensure that these are completed as per the requirements of the request
- Prioritization of minor works / just do it jobs on a day to day basis
- Balancing time between Facilities and Stores
- Arranging extra facility works as reported from contractors.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).
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## Key Challenges

- Ensuring the successful completion of tasks whilst juggling priorities between Facilities and Stores managing conflicting priorities and deadlines;
- Ensuring continual improvement and implementation of best practice.
- Improving customer service, response times and delivery efficiencies and managing stakeholder expectations.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Work area team members	<ul style="list-style-type: none"><li>• On a regular basis or as required, to discuss and coordinate work requests</li><li>• Provide updates on tasks assigned and advice and recommendations if needed.</li></ul>
Finance	<ul style="list-style-type: none"><li>• On a regular basis or as required, to discuss stores activities and assets</li><li>• Approving invoicing related to Works completed and Stores</li></ul>
<b>External</b>	
Contractors	<ul style="list-style-type: none"><li>• To assign maintenance tasks, recommend options and supervise outsourced maintenance activity as required</li></ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Manager, Facilities Engineering
Direct Reports	Nil
Indirect Reports	Trades persons, Cleaners and maintenance works contractors

<b>Financial Data (2015/2016)</b>	
Revenue / Grants	Nil
Operating Budget	
Staffing Budget	
Capital Budget	
Assets	

<b>Special / Physical Requirements</b>	
Location:	Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Standing for long periods Frequent movements (climbing, stooping, kneeling, crouching, crawling) Working in a loud environment Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

### Workplace Health & Safety

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Group Executive / General Manager Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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### ORGANISATIONAL CHART

Ref published Organisation Chart


### KNOWLEDGE, SKILLS AND EXPERIENCE

- A trade qualifications relevant to maintenance (plumbing / carpentry / plastering / metalwork)
- Several years of previous experience in a building maintenance role with demonstrated skills in the areas of plumbing, carpentry, plastering, metalwork, air conditioning and electrical fixtures
- Competent in the use of material handling equipment (i.e. forklift, EWP, overhead crane) as demonstrated from a previous role
- Time management skills and the ability to prioritise and multitask
- The ability to communicate well and manage conflict
- Demonstrated experience supervising maintenance works with the ability to delegate effectively
- High attention to detail and ability to use initiative as required
- Basic computer skills including Microsoft Excel, Word, Outlook and working knowledge of SAP would be highly beneficial
- Qualification & experience in air conditioning would be beneficial
- Current Forklift License, EWP, overhead crane tickets.

- Construction yellow card would be beneficial

**VERIFICATION**

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Michael Legg	Name:	Brad Mountford
Title:	Manager, Facilities Engineering	Title:	Senior Manager, Engineering
Signature:		Signature:	
Date:	9/08/2019	Date:	