

Position Description

Job title:	Facilities Officer
Reporting to:	Facilities Supervisor
Department:	Facilities
Location:	St Lucia

Purpose of the Position

The Facilities Officer, is a key operational role to support a small team. The role is responsible for conducting all necessary reactive and preventative maintenance tasks and inspections across all UQ Sport assets, ensuring the facilities are safe, clean and maintained to a high standard.

Key Responsibilities

- Perform and oversee reactive maintenance per work requests, in a timely and professional manner
 - Complete preventative maintenance activities, including cleaning activities, and periodic inspections of plant and equipment across all UQ Sports assets
 - Provide technical and professional advice on maintenance and equipment management
 - Assist in event set up and pack down, ensuring smooth logistics during events
 - Providing all round support to the Facilities team and wider UQ Sport team for dynamic sporting operations
 - Developing and fostering a relationship with Venue Managers to ensure awareness of centre maintenance requirements
 - Collaborate with UQ Property & Facilities maintenance staff to ensure the delivery of agreed maintenance and repairs
 - Liaise effectively with contractors as necessary to meet maintenance needs
 - Maintain and uphold a professionally presented and safe environment for our staff and customers.
-

Essential Qualifications

- Class C Driver's License
-

Essential Experience and Skills

- Proven experience in a trade or maintenance team
 - Experience with work order systems and reporting
 - Ability to work with minimum supervision and to effectively and efficiently organize the work within area of responsibility
 - Demonstrated understanding of Workplace Health & Safety best practice standards
 - Developed inter-personal skills and the ability to communicate with a wide range of people
 - Ability to work well autonomously within a small team
 - English speaking proficiency
-

Essential Behavioural Competencies

- Passion for continuous learning and professional development
- Ability to develop meaningful relationships with internal and external stakeholders

- Demonstrated ability to create positive experience with customers, clients and colleagues
- Support, listen to, encourage, and collaborate with colleagues
- Consistent drive to take ownership of the position, plan and organise to deliver on promises
- Champion innovation and embrace change for continuous improvement
- Be a respectful and reliable team member
- Align behaviour with the UQ Sport values and guiding principles

Essential Health and Safety Responsibilities

- Adopting safe work practices
- Actively reporting workplace hazards, injuries and accidents arising from workplace activities and providing recommendations for corrective actions to prevent or minimise the chance of recurrence
- Ensuring your behaviour does not pose a risk to the health and safety of any person and does not interfere with or misuse materials, equipment or property.
- Participating in meetings, training and other health and safety activities