

POSITION DESCRIPTION

IDENTIFICATION

Position Title: **Trades Technician (General Building Works - Laucala)** Position Number: **LPM027**

Section: **Office of The Chief Operating Officer** Department: **Estate and Infrastructure Services**

Location: **Fiji - Laucala Campus** Level: **I&J Grade 5**

Supervised by: **Hub/Campus Coordinator Estates Maintenance** Line Manager: **General/Hub Manager Estates Services**

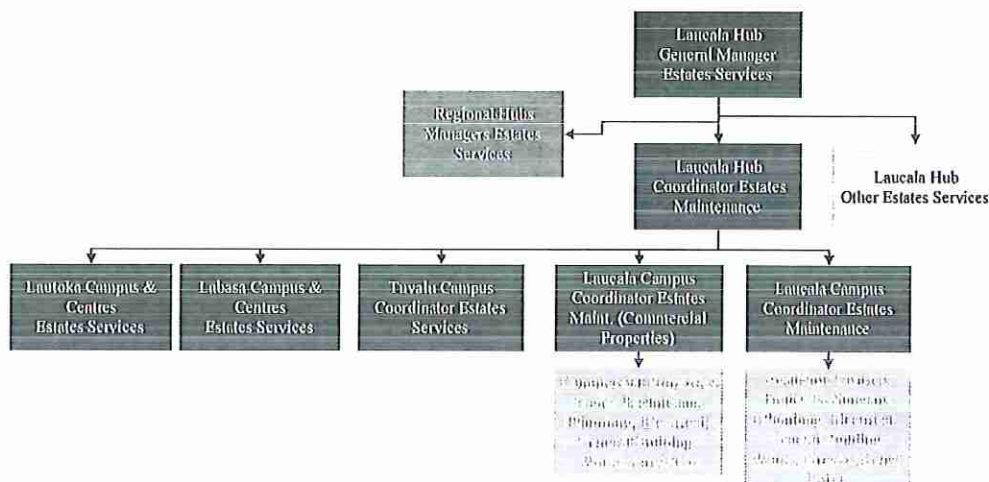
PURPOSE

The Trades Technician (General Building Works) is an experienced and qualified carpenter/joiner responsible for implementing campus maintenance, in conjunctions with contractors and other maintenance service providers, including to implement maintenance projects at the assigned campuses and centres.

NATURE AND SCOPE

The Estates and Infrastructure Services is responsible for the management and strategic oversight of the University's property, buildings and infrastructure at all campuses and centers throughout its 12-member countries. Strategic Asset Management, Property Maintenance, Building & Property Standards and Design Services, Occupational Health & Safety Standards, and the Project Management of Major Capital works are key areas within the Section of E & I Services working together to ensure the physical estate supports the University Strategic and Academic Plans for the campuses. These include being the drivers of key campus sustainability initiatives, including energy, water & space efficiency as well as waste management through the adoption and maintenance of internationally recognized and benchmarked property and service standards.

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The Trades Technician is supervised by the Campus Coordinators Estates Maintenance Services and is expected to interact with staff, students’ contractors, consultants and other key stakeholders for the purposes of implementing campus maintenance services.

The incumbent is expected to maintaining a high level of understanding and appreciation of Building Trades standards and legislation governing the trade’s service areas, be able to contribute in a team environment that is outcomes focused and willing to go that extra mile for the customer. All estates staff are expected to provide service excellence through courteous, informed, accessible, and professional engagement and demonstrate continuous improvement in all areas of work to achieve the best value for money, safety compliance and standards of build.

The Trades Technician will develop and maintain excellent lines of communication and rapport with all customers, stakeholders, and other key personnel.

The incumbants tasks include;

1. Undertaking planned maintenance inspections, scoping and cost estimation activities for the preparation job cards, request for quotation or bid documentation to procure contractor and supplier services;
2. Attending to corrective/response/repair works, ensuring hazard and worksite isolation and site safety/lock out tag out and permit systems are strictly implemented;
3. Assigning and supervising works to approved contractors, commissioning, testing and approving completed works;
4. Assisting with contractor and vendor reviews;
5. Ensuring all works comply with National Regulations, USP Policy and Standards such as OHS, Maintenance, Capital Building Projects, Fire , Sustainability, DISMAC and others as may be applicable to the role;
6. Ensuring maintenance activity comply with the Service Level Expectations for Estates Services;
7. Ensuring maintenance activity comply with USP’s Procurement Policies and procedures;

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8. Interacting with internal customers and external stakeholders via USPs automated work order system, email network, website and other forums used to schedule, prioritize and assign works;
9. Maintaining an effective and efficient emergency and after-hours breakdown service.
10. Familiarizing themselves with the estates and infrastructure on campus and being the leading experts on the location, condition, and type of infrastructure, including in-ground infrastructure for the assigned campuses.
11. Assisting to maintain accurate and updated information on building and infrastructure on the University Asset Database and campus infrastructure plans.
12. Assisting in the delivery of the capital and minor works programs, reviewing and commenting on Building Trades specifications and design drawings as required;
13. Assisting as required with the development, review and amendments of annual plans, service level expectations standards, property standards, standard operating procedures, templates and other administrative documentation used in the implementation of maintenance programs.
14. Assisting the other trades technicians and the campus coordinators and managers as required.

POSITION DIMENSIONS

Staff responsible for: Any assigned staff and contractors

Limits of Authority

- Financial: none
- Non-Financial:

Internal and External Contacts

Internal – General Manager Estates Services, Hub Coordinator Estates Maintenance, Hub Coordinator Estates Maintenance, Campus Coordinator Estates Maintenance, Manager Projects, Manager Design and Projects, Manager Strategic Assets and Planning, Director Estates and Infrastructure Services, Design Team, Maintenance Staff, Landscaping Team, Operations Centre Staff, Strategic Assets Team, Finance Team, USP staff

External – Local Authorities, Suppliers and General public

| KEY RESPONSIBILITY AREAS | KEY PERFORMANCE INDICATORS | PERCENTAGE RATING |
|--|---|-------------------|
| Maintenance Planning and Implementation | <ul style="list-style-type: none"> • Refer Sections SLEs and Annual Plan | 25% |
| Corrective Repair/Response Services including after hour and DISMAC services | <ul style="list-style-type: none"> • Refer Sections SLEs and Annual Plan | 25% |

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| Contractor Supervision, Evaluations and coordination | <ul style="list-style-type: none"> Compliance with trades, USP standards, building code, relevant legislation, policy and best international practices | 25% |
| Annual Plan initiatives including sustainability and other innovations | <ul style="list-style-type: none"> Refer Sections SLEs and Annual Plan | 15% |
| Administrative Work – Reporting, records and filing, asset database updating, updating SOPs attending meetings etc. | <ul style="list-style-type: none"> Refer sections Standard Operating Procedures, Reporting and Data Management requirements | 10% |

TERMS & CONDITIONS/POSITION ENVIRONMENT

Salary: I&J Grade 5

Length of Contract: 3 years (renewable)

Allowances and Benefits: As per the current I&J Staff Agreement

POSITION SPECIFICATION

Competencies

Educational Qualification

- (i) A degree with one (1) year of relevant work experience; or*
- (ii) A diploma and three (3) years of relevant work experience, specialist expertise or broad knowledge in technical or administrative fields; or*
- (iii) Completion of a post-trades certificate or advanced certificate and seven(7) years of relevant experience; or*
- (iv) An equivalent combination of relevant experience and/or education/training.*

Essential

- *A valid trades license (as applicable)*
- *A valid driver's license*

Desirable;

- Undertaken Basic First Aid, OHS, Working at Heights/Confined Spaces Permit training within the past 5 years
- Similar experience in similar large estates settings
- Good spoken and written english language skills
- Experience with computers and office software (word/excel/projects)
- Experience with automated work order systems

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Personal Qualities

- self-motivated, a team player, good communicator, outcomes/results focused and passionate about their work
- has strong attention to detail, commitment to safety, quality and continuous improvement as a professional and an individual
- a person of integrity, valuing honesty, respect for others, diversity and the other qualities of the expected USP staff attributes
- values a health work life balance, is passionate and committed to their work but also prioritizes their health and wellness

ACCEPTANCE

Name: _____

Staff ID: _____

Staff Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____