

Position Title:	Facilities Officer
Department:	Facilities Services
Classification / Level:	PAC Facilities 5
Ordinary working hours & days:	May be rostered at any time between Monday and Sunday, depending on theatre activity
Reporting to:	Manager, Facilities Services/Facilities Supervisor
Positions reporting to this role:	NA
Significant working relationships:	<ul style="list-style-type: none"> • Internal customers (employees of Adelaide Festival Centre Trust) • External customers (including, patrons, government officials, visitors, contractors, venue hirers and public) • Ventia – Government facilities management service provider
Decision Making/Purchasing Authority:	Maintenance and repairs within scope of experience and training.
Special Conditions:	Overtime may be required, particularly during festival periods.
Information on Adelaide Festival Centre	<p>Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.</p> <p>Adelaide Festival Centre is located on Kurna Yarta. We respect First Nations people around Australia and acknowledge the Kurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.</p>
Department Overview:	Facilities Services department provides maintenance of the buildings, encompassing carpentry, grounds, cleaning, electrical requirements, air conditioning, plant/equipment maintenance, plumbing, painting and metal fabrication at Adelaide Festival Centre, Her Majesty's Theatre on Grote Street, Adelaide.
Summary of Key Purpose:	<p>The primary purpose of the Facilities Officer is to support the delivery of performances, rehearsals, bump-ins / bump-outs, hospitality services, events and functions across our venues from a facilities perspective.</p> <p>Outside of these duties, general facilities tasks are performed within the scope and training of the incumbent.</p>

Key Result Area / Accountabilities:
Attend to the fire/EWIS panel during emergency procedures when required including scheduled evacuation trials and tests.
Isolate smoke detectors as required.
Log maintenance requests through Ventia maintenance system. Meet and direct trades as necessary.
Adjust air conditioning temperature and timers as required.
Isolate and make safe areas as necessary pending trades attendance.
Regularly monitor and inspect plant and equipment to ensure machinery is working safely. Report or isolate faults of plant to the required standard. This may include the cooling towers, chillers, air handling units, compressors, pneumatic electrical/controls, exhaust fans, fire systems, FIPs and associated motors, valves and pumps & irrigation system and general maintenance.
Investigate and isolate water pipe leaks.
Test and tag electrical equipment as required.
Program and monitor the Building Maintenance System using relevant software program. This includes ventilation and air conditioning and hot water system (HVAC)
Complete and submit all mandatory paperwork associated with trade requirement.
Complete shift log reports on every shift via the department's computerised reporting process.
Employees are responsible for ensuring that they attend compulsory training and further training as required.
Perform any other duties as directed by the supervisors or facilities coordinator, within level of skills, experience, and competence.
Provide outstanding customer service daily by demonstrating respect, listening to, and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
Demonstrate appropriate behavior and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Sexual Harassment in the workplace.
Demonstrate appropriate behavior and adhere to AFCT's policies and procedures.
Comply with all AFCT policies & procedures not limited to WH&S and Records Management
Work Health & Safety Responsibilities (WH&S)
Care for your own and others' health and safety.
Comply with any reasonable instruction from the department.
Cooperate with all reasonable departmental policies and procedures.
Comply with the WHS legislation.
Wear and maintain Personal Protective Equipment (PPE) as directed.
Use other safety and emergency equipment provided in the workplace.
Assist with and conduct risk assessments.
Report a hazard, incident, injury, or illness arising from workplace activities within 24 hours.
Implement WHS policies, procedures, and safe systems of work.

Key Competencies:	Requirement
Qualifications / Education	
Forklift license	Desirable
Knowledge / Skills / Abilities	
Ability to work in a team environment, such as working cooperatively with other staff, supervisors/managers, coordinator, contractors and visiting companies	Essential
Ability to work with minimal supervision and direct contractors as necessary.	Essential
Knowledge of Workplace Health and Safety Act and regulations, the application of WHS management systems in the workplace.	Essential
Sound understanding of HVAC, Electrical, Fire & Building Management Systems and associated operating processes	Desirable
Relevant and practical skills and experience in designated trade	Desirable
Proven experience in planning, effectively completing and reporting on jobs in a timely and unsupervised manner	Essential
Ability to follow technical drawings, building plans	Essential
Ability to work carefully, methodically, and safely	Essential
Prepared to work at height	Essential
Sound verbal and written communication skills	Essential
Customer service oriented, a team player and able to communicate with customers and peers in a professional manner	Essential
Previous experience working in a maintenance & operations, rotating shift environment	Essential
Proven problem-solving skills	Essential
Proven analytical and evaluation skills	Essential
Ability to independently plan and organise workload	Essential
Experience	
Proven experience in maintenance environment.	Essential

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Signature of Incumbent:

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Date: