

<b>Position Title</b>	Facilities Engineer
<b>Group/Portfolio</b>	School of Engineering and Built Environment/ QUATRI
<b>Classification</b>	HEW 7
<b>Position Number</b>	00062627
<b>Reports To</b>	QUATRI Facility Manager
<b>Employment Type</b>	Fixed Term

## 1.0 Position Purpose

The Facilities Engineer will be responsible for providing comprehensive support for facilities equipment and assisting with the installation requirements for the Microtechnology facilities at Griffith University. This role involves ensuring the optimal operation, maintenance, and improvement of all facilities-related systems and infrastructure and continuous support to current infrastructure for existing and future equipment.

## 2.0 Eligibility Requirements

- Bachelor's degree in engineering (Mechanical, Electrical, or related field).
- Certification in facilities management or related field is desirable.

## 3.0 Key Responsibilities

Equipment Support:

- Perform routine maintenance, troubleshooting, and repair of facilities equipment.
- Monitor and ensure the efficient operation of HVAC, electrical, plumbing, and other critical systems.
- Maintain accurate records of equipment performance and maintenance activities.

Installation Requirements:

- Collaborate with project teams to define installation requirements for new equipment and systems.
- Assist in the planning, coordination, and execution of installation projects.
- Ensure compliance with safety standards and university policies during installations.

Facility Management:

- Conduct regular inspections of facilities to identify and address maintenance needs.
- Develop and implement preventive maintenance programs.
- Coordinate with external contractors and vendors for specialized maintenance and repair services.

Safety and Compliance:

- Ensure all facilities operations comply with relevant health, safety, and

environmental regulations.

- Participate in safety audits and implement corrective actions as needed.
- Promote a culture of safety and continuous improvement within the facilities team.
- Lead and promote compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety, laboratory standards and exhibit good practice in relation to same.

Documentation and Reporting:

- Prepare and maintain detailed documentation of maintenance activities, equipment specifications, and installation procedures.
- Generate regular reports on facilities performance and project progress.
- Provide technical support and training to staff and stakeholders as required.

Other

- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act, and always communicate to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self/Others section of our [Capability Development Framework](#).