



UKARIA

Duty Statement

Position

Facilities Manager

0.6

Location

UKARIA Cultural Centre

119 Williams Road, Mt Barker Summit

Reports to:

General Manager, Operations

Direct reports:

Gardener/ Maintenance Assistant (part-time – 0.3) – noting this position also reports to Head Gardener

Role Overview

The Facilities Manager is responsible for the overall management of the building and infrastructure at the UKARIA Cultural Centre (UCC), 119 Williams Rd, Mt Barker Summit. In addition this position is the emergency and after hours contact for UCC.

This role is required to co-ordinate maintenance, repairs and defects in the building and infrastructure including the maintenance of all furniture and equipment. This position must also ensure that all work, health and safety obligations are met and that policies and procedures are continuously improved to ensure that operations are safe and compliant.

Key Relationships

To fulfil position requirements, this role works co-operatively with

- UKARIA team (core and casual)
- Artists and production personnel
- Neighbours
- External hirers
- Contractors/ Suppliers
- Mt Barker Council

Key Accountabilities

Venue and Facilities Management

- Work collaboratively with the Venue & Production Manager on the schedule for venue cleaning.
- Develop and implement an asset register and annual venue maintenance plan (internal and external).
- Oversee contracts, processes and relationships with building contractors (such as pest control, waste management), external suppliers to ensure effective running of the facilities.
- Monitor contracts and expenditure across maintenance, repair, replacement and support in planning and financial forecasting for annual budgets.
- Deliver or coordinate repair work.
- Maintain artwork (including sculptures), coordinating appropriate contractors, as required.
- Deliver and maintain testing and tagging requirements.

Safety, Compliance and Continuous Improvement

- Contribute to a strong WHS culture through communication and training of teams, including volunteers, to minimise risk and enhance accountability.
- Oversee process for incident reporting, investigation, tracking and analysis to promote best practice or implement new ways of working.
- Develop and maintain Safe Work Methods for required equipment and venue infrastructure.
- Lead the development and implementation of policies and procedures such as Work Health Safety, Evacuation and Security, Plan of Operation and systems usage.
- Canvas and understand key requirements from production/ front of house and food and beverage teams to make strategic recommendations about infrastructure and equipment improvements and priorities
- Deliver risk and asset registers, internal and external reporting requirements.
- Induct and oversee visiting contractors to ensure safe and effective work is delivered minimising impact to other activities.

Property Maintenance

- Maintain major irrigation infrastructure.
- Work collaboratively with the garden team to assist in managing garden suppliers.
- Ensure that garden and car park areas are included in the annual venue maintenance plan.
- Work with the garden team to ensure the health and safety of Friends of the Garden volunteers.
- Develop and deliver schedule for cleaning of external spaces, including sculptures in garden and entrance gate.

Special Requirements

There is a requirement for the person employed in this position to be on call in case of building and or maintenance emergencies.

Early morning, evening and weekend work will be necessary from time to time to facilitate access, meet contractors and to provide venue services to external hirers.

Ability to participate in lifting and movement of equipment, furniture, musical instruments and artwork.

Maintain current certificates for;

- First Aid
- Driver's License
- Working Safely at Heights Certificate

Other Duties

As directed by the CEO/ General Manager, Operations from time to time.

Key Performance Indicators

- The values of UKARIA are reflected in the operation of UCC.
- UCC is legally compliant in its operation including OH&S, emergency evacuation, fire safety and building regulations. No legal notices or breaches recorded against UCC.
- Building is maintained to the highest standard. No performance/event compromised or cancelled due to lack of equipment/building maintenance.
- The quality of the visitor experience is reflected in customer feedback and repeat business.
- All car parking spaces and roads are accessible whenever UCC is open to the public.
- Garden and property infrastructure is well maintained.
- No loss or damage to artwork or security breaches at UCC.
- Casual staff are well trained and experience UCC as a positive workplace.
- Positive and co-operative approach with other UKARIA staff is evident and valued.

November 2022