

Graduate Engineer

Facilities Management

- **Reporting To:** Facilities Lead
- **Direct Reports:** Nil
- **Business Unit:** Facilities Management
- **Enterprise Agreement:** Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
- **Classification:** Grade 3 (HS3)
- **Review Date:** 16th October 2025

Position Purpose:

As part of a multi-disciplined Facilities Management team, the Graduate Engineer is responsible for ensuring the safe and efficient ongoing operation of buildings and assisting in the day to day running of building operations. The role will liaise with internal and external stakeholders to ensure preventative maintenance and repair works can be undertaken without affecting the clinical operations and minimise impact to the business. The role will oversee minor projects including planning, scope development and delivery, providing advice in response to the business requirements and will also actively provide support in the delivery of larger projects.

The Graduate Engineer, with a hands-on approach, will act on matters pertaining to HVAC, mechanical, electrical, fire, hydraulics and other building services and essential plants critical to business continuity. The role will apply sound knowledge to assess all building services and building infrastructure problems and subsequently resolve them. The Graduate Engineer will engage with contractors and coordinate works to be completed in a timely manner and ensure works are completed to a high standard, and compliant

Our Values:

We are Accountable | We are Respectful | We are Collaborators | We are Innovators

Role Accountabilities:

Role Specific

- Supervise and coordinate contractors to ensure planned/contracted maintenance is delivered in line with contracts schedules and ongoing compliance obligations are met with relevant building codes, safety aspects and other legislative requirements.
- Inducting, scheduling and coordinating contractors; understand and follow OH&S procedures.
- Developing and maintain preventative maintenance and compliance schedules.
- Perform asset data analysis and risk management (with an emphasis on practical outcomes); asset lifecycle assessments and audits.
- Developing and maintaining internal relationships; prioritising needs and expectations by providing support to ensure reactive maintenance issues are addressed promptly and the resolution aligns with service standards.
- Ensure all maintenance activities, compliance checks, and contractor interactions are documented accurately and stored in accordance with organisational policies. Ensure efficient use and maintenance of the asset management system.
- Ensure ongoing compliance with relevant building codes and other legislative requirements.
- Identify opportunities to improve service delivery, contractor performance, and operational efficiency through feedback, data analysis, and innovation.
- Support environmentally responsible practices in facilities management, including energy efficiency, waste reduction, and sustainable procurement.
- Assist in developing and maintaining plans to ensure critical infrastructure and services remain operational during disruptions.
- Undertake duties as directed by supervisors or management, ensuring timely and effective execution in line with operational priorities.
- Support emergency management response.

Generic:

- Model behaviors that demonstrate the Victorian Public Sector and DHSV values in all aspects of work
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality
- Participate in myDevelopment ensuring goals are signed off and reviewed.

- Demonstrate and promote a proactive commitment to health & safety, well-being and the work environment by actively participating in the ongoing identification and prevention of risks.
- Maintain client privacy and confidentiality in accordance with organisational procedures and policies.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety
- Adhere to the OHV Child Safety Framework and Code of Conduct and all other child safe policies and procedures.

Role requirements:

Knowledge:

Mandatory

- Qualification in Engineering (Mechanical and \or Electrical)
- Knowledge of building asset management systems and building management systems (BMS).
- Understanding of safety procedures required to manage works.
- High levels of oral and written communication and the ability to liaise effectively with all stakeholder levels.

Desirable

- Understanding of building codes and other legislative requirements required for maintenance procedures.
- Demonstrated experience/ understanding of the asset management and maintenance function is advantageous.

Experience:

Mandatory

- Ability to prioritise workload in a fast-paced environment and meet deadlines.
- Ability to think logically and analytically in a problem-solving environment.
- Ability to work well under pressure and with minimal supervision & coordinating multiple tasks.

Desirable

- Experience in building services engineering/plant & equipment.
- Experience in a similar role in maintenance and/or engineering.
- Experience in project management.
- Experience in managing and resolving customer queries and issues.
- Experience in managing the work and output of contracted service providers with a focus on quality outcomes and maintenance of a safe work environment

Behavioural Competencies

- Continuous Improvement
- Customer Focus
- Building Trust
- Collaboration