

# Position Description

<b>Position Title:</b>	Campus Maintenance Manager
<b>Reports to:</b>	Director of Infrastructure and Assets
<b>Department:</b>	Infrastructure and Assets
<b>Directorate:</b>	Capital Projects, Infrastructure & Support Services
<b>Cost centre:</b>	R0302
<b>Code &amp; classification:</b>	Managers & Administrative Workers Grade 6 (HS6)
<b>Employment conditions:</b>	Health and Allied Services Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025 and its successors and GV Health Policies and Procedures (and as varied from time to time)

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Campus Maintenance Manager reports directly to the Director of Infrastructure and Assets within the Infrastructure & Asset division. The Infrastructure Maintenance team manages preventative and reactive maintenance planning and delivery, as well as oversees the care and planning for all Engineering, Civil, Electrical and Facility assets.

The main hospital campus is located at Graham Street Shepparton, with satellite campuses located at Tatura Hospital, Waranga Health, Community Health @GV Health and Euroa Hospital. There are numerous other off-site facilities that are maintained by the GV Health Infrastructure team.

The Campus Maintenance Manager will be based at the main Shepparton hospital campus however will be responsible for the management of maintenance activities of all satellite campuses and off-site facilities. The Campus Maintenance Manager will be required to work closely with the Manager Infrastructure Maintenance who oversees maintenance of the main Shepparton hospital campus.

The role is also responsible for the Human Resource management of maintenance employees that are permanently based at satellite campuses.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to**

- Responsible for the direct supervision and direction of all trade, maintenance and gardening staff and including contractors for all maintenance activities at satellite campuses and off-site facilities.

- Supervises and co-ordinates planned and unplanned maintenance works undertaken by the department and external contractors at satellite campuses and off-site facilities.
- Ensures tasks are completed within agreed timeframes in accordance with budgets, effectively co-ordinate a number of projects concurrently.
- Arrange and report for all works associated with Essential Safety Measures (ESMs) at satellite campuses and off-site facilities and liaise with the Infrastructure Asset Manager to confirm compliance.
- Effectively liaise and co-operate with GV Health staff, external contractors and suppliers.
- Responsible for “RosterOn” leave and resource planning.
- Assist the Director of Infrastructure & Assets with budget preparation and monitoring.
- Maintain awareness around upcoming works, budget status and future operational needs.
- Maintain a professional image at all times and actively promote the department.
- Safe maintenance of the Building Management Systems, fire, access control, CCTV, and any other hospital infrastructure systems.
- Awareness of GV Health policies and procedures with regard to Emergency (Internal) and External Disaster Plan and the role the Department has in these.
- Implements an effective preventative maintenance programs at the responsible campuses and off-site facilities.
- Monitor and arrange for services and plant to be operated in accordance with statutory and recommended technical requirements and procedures.
- Maintain knowledge of statutory requirements with respect to plant operation and maintenance.
- Ensure processes are in place to effectively manage contract outcomes e.g. OH&S, performance indicators, site entry requirements, appropriate sign off on completed works.
- Responsible for timely and quality delivery of Engineering Maintenance Activities whether delivered by staff or contractors across Goulburn Valley Health sites.
- Responsible for timely and factual reporting of financial position versus budget.
- Responsible for conducting annual performance development reviews of direct reports.
- Responsible for ensuring that direct reporting staff have completed mandatory training by the required date.
- Ultimate responsibility for the integration and operation of Building Management, Fire, Access and Security systems and other new facility systems as and when they come on line.
- Ensure that work is completed in line with OHS, Electrical, Plumbing and building Safety standards and prevailing professional standards in the field of work. Participation in the on-call roster, ensuring the co-ordination of the call in of off-duty tradesmen.
- Participation in the Infrastructure after-hours call out roster along with other staff.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health.
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas.
- Act in the stead of the Manager Infrastructure Maintenance when on personal leave.

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## **POSITIONS REPORTING TO THIS ROLE**

- Tatura & Waranga maintenance staff
- Other campus tradespersons once appointed

**Responsibilities for Management positions:**

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, all Mandatory Training, employment principles and legislative requirements are met;
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies;
- Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities;
- Provide opportunities for staff to attend mandatory core competencies and monitor compliance;
- Actively recruit and manage all aspects of workforce demands;
- Computer literacy at intermediate level for Microsoft applications;
- Demonstrated business planning, policy, financial and human resources management skills

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**KEY SELECTION CRITERIA****Formal Qualification(s) and Required Registration(s):**

Qualifications in Engineering, or a relevant Trade including Plumbing, Building, Electrical or Facility management.

The role may require the following tasks among other things: maintenance

- manual handling (pushing, pulling, lifting)
- generic maintenance work, working at heights
- generic outdoor work
- operating machinery
- sitting, standing, bending, reaching, holding, lifting
- computer work
- general clerical, computer and some admin work
- use of personal protective equipment and handling
- handling general and or infectious waste,
- working at other locations may be required
- driving motor vehicles
- dealing with anxious or upset consumers or members of the public exposure to substances and hazardous materials

**Essential:**

- Previous experience in a multi-site facility management.
- Previous experience in Supervising/Leadership of a multi-disciplinary team.
- Ability to multi-task, including multi-project management, ensuring tasks are completed on time and of high quality.
- Proven ability to work with a wide range of staff across a number of disciplines.
- Strong written and oral communication skill.

**Desirable:**

- Advanced Diploma in People leadership, management or facility management.
- Experience in Hospital Facility Management.
- Qualifications in people leadership and management.

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## KEY PERFORMANCE INDICATORS

**Your performance will be measured through your successful:**

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Maintenance items are responded to promptly.
- Preventative maintenance is performed in a way that improves asset performance and minimises organisation risk.
- The Asset Information Maintenance Management System (Agility) is kept up to date and information is accurate
- Concerns raised around performance of direct reports are addressed in a timely manner
- The department is within budget, unless with written permission to go beyond.
- Leave balances are managed in accordance with policy and procedure to minimise liability
- Quality, safety and risk plans and activities are implemented in accordance with the relevant frameworks and procedures
- 80% attendance and active participation at committees, working groups and meetings as directed by the Director.

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## AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;

- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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## ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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<b>Capital Projects, Infrastructure and Support Services</b>	<b>Campus Maintenance Manager</b>
<b>Reviewed by:</b>	Executive Director Capital Projects, Infrastructure and Support Services
<b>Issue Date:</b>	September 2025

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## ABOUT US

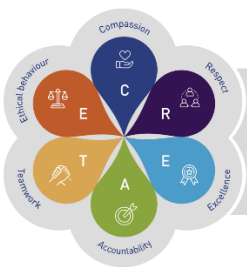
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



COMPASSION  
RESPECT

EXCELLENCE  
ACCOUNTABILITY

TEAMWORK  
ETHICAL BEHAVIOUR

GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)