



Facilities Controller

About Brisbane Airport Corporation

Brisbane Airport Corporation Pty Limited (BAC), the operator of Brisbane Airport (BNE), is a proud, private, un-listed Queensland company, employing thousands of Queenslanders and creating economic opportunities for the state and city of Brisbane equating to more than \$4 billion annually.

Operating 24 hours a day, seven days a week, BNE has two major Terminals accommodating 33 airlines flying to 83 domestic and international destinations. It is a suburb in its own right, the largest capital city airport in Australia by land size (2,700 hectares) and the third-largest airport in Australia by passenger numbers with more than 23.4 million passengers travelling through the airport in FY18.

More than 425 businesses are located at BNE, servicing a diverse range of industries offering services such as freight and aircraft handling, warehousing, transport and communications, manufacturing, research, property and infrastructure development, education and training, recreation, tourism, accommodation, leisure and retail. Collectively these businesses employ nearly 24,000 people, a number expected to exceed 50,000 (the size of a regional town) by 2034.

With passenger numbers forecast to more than double by 2034, since FY12 BAC has invested \$1.7 billion building critical infrastructure, with a further \$1.8 billion worth of infrastructure to be delivered between FY18 – FY22.

Projects to be delivered include a new runway, new multi-level car park and walkway facilities, road terminal expansions, terminal redevelopments, new apron and taxiways, road and cycling path upgrades and a number of new commercial buildings.

About the Position

Reporting to Building Assets & Maintenance Manager, the **Facilities Controller** is responsible for ensuring that maintenance activities are carried out and, that assets are compliant with documentation completed, to ensure BAC comply with all legislative requirements in relation to the ongoing lifecycle management of the terminal facilities.

Key deliverables associated with this role include asset, contractor and budget management, leadership and stakeholder relationships.

Tasks and Responsibilities

- Coordinate the effective and efficient maintenance of the building facilities assets across a number of maintenance disciplines including but not limited to:
 - Terminals security access system
 - Buildings security access system
 - Car park equipment
 - Duress alarms
 - HVAC assets
 - Electrical assets
 - Hydraulic assets
 - Vertical transport
 - Building structure, fixtures and fittings
 - International and Domestic Terminal infrastructure
 - Strong emphasis on the electrical infrastructure of the terminal buildings for compliance with AS3000 and maintaining safety at all times
- Responsible for the accurate recording and input of data into the Computerised Maintenance Management Software (CMMS) database including but not limited to:
 - Assets
 - Preventative maintenance
 - Corrective maintenance
 - Contractor performance
- Co-ordination of short & long term operation and preventative, predictive and adhoc maintenance of Terminal and buildings infrastructure
- Develop and prepare scopes of work and specifications for the provision of safe and reliable asset operation for corrective, preventative, predictive maintenance
- Monitor and review maintenance plan activities to measure effectiveness and provide input for alternative processes including amendments to meet operational and changing statutory requirements
- Co-ordinate with stakeholders for the implementation of the asset management plan recommendations, to minimise disruption to operations as well as providing progress reports on works
- Implement new maintenance programs for new assets and equipment
- Contribute to the development of asset management plans and whole of life Capex plans for compliance services including yearly budget for operating and capital expenditure of Terminal and Buildings assets
- Facilitate condition audits and provide reports on asset and equipment for inclusion in 3-5 year plan
- Assist with the development and ongoing review of associated Asset Management Plans

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- Analyse data from computer maintenance management system (Maximo) for continuous improvement and optimised allocation of funding to respective building cost centres
- Carryout regular audits of preventive work programs to ensure works have been completed in accordance with service level agreements and in accordance with specifications and report any issues to Building Facilities Asset Manager
- Ensure costs are fair value to BAC and conform to agreed schedule of rates. Audit samples of works and completed work orders/invoice to confirm
- Ensure that corrective and preventative service work orders are raised for all works and correct certification and authorisation is undertaken. Ensure that preventive schedules are incorporated into Maximo and corrective service requests generated with accurate estimated costs
- Audit completed works to ensure works carried out correctly and to required standards.
- Assist in the compilation of the operating and capital budgets for Facility maintenance services to BAC leased and owned buildings
- Ensure that all certificates and reports are forwarded and attached as required and hard copies filed
- Assist to ensure information for relevant assets in BAC owned or leased buildings are added or removed from CMMS (Maximo) when an alteration occurs
- Ensure newly completed works are included within existing maintenance contracts and preventive maintenance schedules are forwarded to the CMMS administrator so that the schedules are included in Maximo
- Review delivery methods of facility services and develop and suggest process improvement methods
- Understanding customer requirements for Facility maintenance service deliverables and tailor services for customer operational requirements
- Foster and maintain communication and collaborative partnerships with contractors and applicable external agencies to facilitate achievement of the division's operational objectives
- Assist the Building Facilities Assets Manager with the development and implementation of SLA's for the respective asset services
- Review contractors SWMS and issue works approvals for contractors
- Ensure all works are in compliance with BAC's WHS contractor management process
- Assist in the development preparation and review of safety procedures and policies
- Response and rectification of items assigned in Hazard logs through to completion



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Experience & Qualifications

Essential

- Electrical trade qualification
- Tertiary Qualification in Electrical Engineering
- High degree of computer literacy in Building Management Systems (BMS) and Computerised Maintenance Management Software (CMMS) Maximo
- Minimum 5 years' experience working in Maintenance Engineering
- Contractor and contract management experience
- Experience in administering Maintenance Service contract works

Preferred

- Good knowledge of airline and airport industry
- Working knowledge of building/construction facilities management industry
- High degree of ability in technical and report writing
- Exceptional oral and written communication skills

Knowledge & Technical Proficiency

- Ability to read and understand regulations applicable to Commercial building operations
- Sound understanding and experience working with AS3000
- Sound knowledge of Work Health and Safety legislation

This is an opportunity to join a company which is already a leader in its field in Australia and use your skills, experience and enthusiasm to help continue our successful growth. BAC is a forward thinking organisation, which is supportive of innovation and has a unique positive working environment.

Please note, Brisbane Airport Corporation (BAC) reserves the right to close the applicant portal prior to the listed closing date.

If you believe you have the drive and experience to succeed in this exciting role, please click [here to apply now.](#)