



Australian Government

SISXFAC404A Coordinate facility and equipment acquisition and maintenance

Release: 3

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Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

| Release | Comments |
|---------|---|
| 3 | Updated and equivalent to reflect current industry practice. Reduction of repetition. No changes to competency outcome. |

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to develop a maintenance plan for a facility and coordinate the implementation and review of acquisition and maintenance requirements. It does not include specialist skills, but focuses on the need for managers to proactively plan for and manage the acquisition and maintenance of physical assets.

Application of the Unit

This unit applies to those with responsibility for the leadership of others in the sport, fitness and recreation industry. Personnel would be responsible for managing the implementation of a broad range of facility maintenance systems and staff, and have a high degree of autonomy. This may include those working as facility or operations managers in locations such as fitness centres, sporting grounds or complexes, aquatic centres or community recreation centres.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

1. Scope facility and equipment maintenance needs.

- 1.1. Identify ***equipment*** and ***facility maintenance history*** and confirm with ***appropriate personnel***.
- 1.2. Identify areas or items prone to defects or requiring regular ***maintenance*** according to ***relevant legislation*** and ***organisation policies and procedures***.
- 1.3. Identify maintenance ***budget*** and ***resources*** available to carry out work required.
- 1.4. Undertake costings of work and assess impact on budget.
- 1.5. Identify need for operational testing and recommissioning.

2. Develop a maintenance plan.

- 2.1. Prioritise maintenance requirements, taking into consideration safety, security and capacity.
- 2.2. Develop and document maintenance plans.
- 2.3. Confirm and document availability of resources.
- 2.4. Develop work schedules for identified work requirements in consultation with affected user groups and according to identified priorities.
- 2.5. Identify organisations and individuals suitably qualified to undertake maintenance repair services.
- 2.6. Develop and document procedures for isolation and access.
- 2.7. Develop record-keeping systems for repair work completed.
- 2.8. Develop systems to ensure that urgent or non-routine maintenance jobs are reported to the appropriate authority as soon as problems are found.

3. Implement and monitor maintenance plan.

- 3.1. Inform individuals in the organisation who are responsible for performing regular or scheduled maintenance of their duties.
- 3.2. Manage and document requests for isolations where

ELEMENT**PERFORMANCE CRITERIA**

- appropriate.
- 3.3. Convey information in relation to work schedules to all affected staff and service users.
- 3.4. Monitor work schedules and expenditure.
- 3.5. Schedule maintenance work to minimise disruption to service operation.
- 3.6. Seek feedback on the maintenance plan from appropriate personnel and modify plan to reflect feedback obtained.
4. Monitor on-site maintenance contracts and contractors.
- 4.1. Convey maintenance requirements to contractors.
- 4.2. Monitor work in progress and work outcomes to ensure they align with contractual and organisational requirements.
5. Supervise the storage of equipment.
- 5.1. Establish re-order levels and, where adequate levels cannot be sustained, notify appropriate personnel.
- 5.2. Establish procedures to ensure that equipment is stored according to manufacturer instructions.
- 5.3. Establish systems for recording the quantity and condition of stored equipment.
6. Contribute to the selection of new equipment and facilities.
- 6.1. Investigate a range of *information sources* in relation to new equipment and facilities to meet current or future needs of service provision.
- 6.2. Encourage staff members to contribute *recommendations* to the selection of new equipment and facilities.
- 6.3. Identify benefits that can be expected from the suggested new equipment and facilities.
- 6.4. Make recommendations on the selection of equipment and facilities to appropriate personnel.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - convey information about maintenance work to affected staff
 - convey instructions about work requirements to maintenance staff and contractors
 - seek feedback from staff regarding the acquisition of equipment and facilities
- planning and organising skills to:
 - develop a maintenance plan and work schedules according to identified needs
 - minimise the impact of maintenance on service delivery
 - organise staff to carry out equipment and facility maintenance according to timeframes
- problem-solving skills to:
 - prioritise work to be undertaken
 - resolve issues arising from maintenance operations
- numeracy skills to:
 - ensure maintenance work is carried out within budgetary constraints and costings
 - monitor expenditure
- research skills to source and interpret information on new equipment and facilities
- literacy skills to:
 - access and interpret information about maintenance history
 - develop and document maintenance plans
 - document procedures and information relating to the completion of maintenance work.

Required knowledge

- legislation to enable the safe management of maintenance operations and ensure the reporting of unsafe facilities or equipment
- organisational policies and procedures to enable acquisition and maintenance activities to be conducted according to organisational requirements
- environmental standards and requirements to enable maintenance activities and disposal of material and equipment to be carried out responsibly
- waste minimisation and sustainability techniques related to sport, fitness and recreation facilities
- safety standards of equipment and maintenance techniques relevant to the equipment being maintained
- contract and legal requirements for outsourced repairs
- schedule of facility operations to enable maintenance to be carried out with minimum disruption

- re-order levels for consumables
- criteria for assessing the safety of materials and equipment
- methods to determine current and future equipment needs and information sources to enable the viable purchase of equipment and facilities.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- develop, implement and document maintenance plans in accordance with organisation policies and procedures to ensure that the condition and performance of equipment and facilities are maintained at optimal level to provide an effective service to users and meet legislative requirements
- liaise with and monitor the work of maintenance personnel and contractors to ensure quality outcomes and minimal disruption to service users
- seek feedback on the maintenance plan and modify as appropriate
- use knowledge of future needs of service provision to provide input into the selection of new equipment and facilities to improve service delivery to users.

Context of and specific resources for assessment

Assessment must ensure:

- coordination of maintenance plans and procedures which meet identified priorities and are of sufficient breadth to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a work facility and equipment requiring regular maintenance
- resources and equipment to implement maintenance plan
- maintenance history of equipment and facility
- an actual or simulated maintenance budget
- service users
- manufacturer instructions.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of implementing and monitoring maintenance plan

- oral and or written questioning to assess knowledge of relevant legislation in relation to carrying out maintenance activities
- third-party reports from a supervisor detailing work performance
- portfolio of records and reports documenting development and review of maintenance plan and outcomes.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXRSK502A Manage organisational risks.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

- Equipment*** may include:
- sport
 - fitness
 - safety
 - indoor and outdoor
 - operational.
- Facility*** may include:
- buildings
 - built structures
 - plant and equipment
 - super-structures.
- Maintenance history*** may include:
- condition of equipment and facilities
 - recent modifications
 - existing status
 - frequency.
- Appropriate personnel*** may include:
- managers
 - volunteers
 - service or facility users.
- Maintenance*** may include:
- conducting structural modifications
 - painting
 - resurfacing and returfing
 - cleaning, servicing and repairing.
- Relevant legislation*** may include:
- Work Health and Safety (WHS)
 - state and territory statutory requirements
 - Australian standards
 - codes of practice
 - environment protection
 - contract law.
- Organisational policies and procedures*** may include:
- WHS
 - risk-management procedures
 - equipment use and maintenance
 - resourcing and expenditure
 - outsourcing
 - reporting and record-keeping
 - communication protocols.

Budget may include:

- labour
- materials
- training
- services
- tools and equipment.

Resources may include:

- service providers
- materials
- equipment
- finances.

Information sources may include:

- trade journals
- exhibitions
- internet
- work of other organisations
- sales information
- client feedback.

Recommendations may include:

- written reports
- verbal briefings
- informal suggestions.

Unit Sector(s)

Cross-Sector.

Competency Field

Facility Management