

**CLASSIFICATION:** Band 5

**OCCUPANT:** Vacant

**DATE:** December 2024

## POSITION CONTEXT & OBJECTIVE(S):

To be responsible for advice and delivery of programs and projects for building and open space renewal, and to support the Facilities team with other building maintenance requests and activities.

## KEY RESPONSIBILITIES AND DUTIES:

1. Provide assistance to and support for the Facilities Coordinator to ensure key deliverables and objectives in relation to building maintenance and renewal and open space renewal works are achieved and delivered to a high standard.
2. Prepare project plans and undertake project scoping and specifications for capital works projects in relation to building and open space renewal and other projects as directed.
3. Undertake procurement activities in accordance with Council's Procurement Policy.
4. Undertake delivery of building and open space capital works programs and projects specific to asset management, renewal and larger scale maintenance projects.
5. Undertake the delivery of building and open space asset programs and projects including but not limited to; mechanical, electrical, aquatics, roof safety, minor facility alterations, and disability access programs.
6. Work effectively with contractors engaged to undertake capital works for Council, and ensure that works are undertaken in accordance with scope of works; and any variations to the scope are approved by the Coordinator Facilities and/or as per Council's Financial Delegations prior to any works commencing.
7. Undertake effective communication with internal and external customers in relation to their requests and any maintenance, repairs and minor or capital works activities at their facilities to ensure effective customer service and good quality works outcomes.
8. Investigate requests and complaints for general maintenance and other works, ensuring the focus on customer service is always maintained.
9. Action unscheduled maintenance and repairs, or other minor works to building assets where investigations of maintenance requests are determined to be required.
10. Promptly arrange and/or coordinate emergency maintenance works to be undertaken on buildings and facilities to ensure continued safe use by staff and the public.
11. Raise purchase orders/works orders where appropriate for the execution of works.
12. Ensure that any work undertaken on buildings is completed to an acceptable standard of workmanship.
13. Undertake other building related activities as directed.

Council is committed to creating and maintaining a child safe and child friendly city, where all children are valued and protected from abuse. Child safety and wellbeing are a community responsibility and are everyone's business. The safety of children in our care is Council's first priority and we have zero tolerance for child abuse or harm.

## KEY SELECTION CRITERIA:

Applicants should address the following in their applications:

1. Experience in building maintenance programs is essential
2. Sound knowledge of estimating, budgets and financial management within the building industry.
3. Ability to work effectively as part of a team.
4. Ability to liaise effectively and professionally with external organisations.
5. Well-developed oral and written communication skills.
6. Proficient in the use of Microsoft Office programs.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential

## GENERAL EMPLOYMENT PROBITY CHECKS:

# FACILITIES OFFICER

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ YES

The incumbent must have and maintain a current Construction Induction Training (White Card):

☒ YES

The incumbent must have and maintain a current Victorian Drivers Licence:

☒ YES

## ORGANISATIONAL RELATIONSHIPS:

<b>Reports to:</b>	Coordinator Facilities
<b>Supervises:</b>	Nil
<b>Internal Contacts:</b>	All Council Staff
<b>External Contacts:</b>	Ratepayers, Sporting Clubs, Community Groups, Contractors, tenants

## RELATIVE LEGISLATION

- Fair Work Act 2009
- National Employment Standards
- Occupational Health & Safety Act 2004
- Superannuation Act 1976
- Victoria Long Service Leave Act 2018
- Victoria Workplace Injury Rehabilitation and Compensation Act 2013
- Gender Equality Act 2020

## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Prompt response to complaints and requests as well as monitoring, reviewing and ensuring maintenance relating to Council owned buildings and facilities.
- Providing advice on accepted industry practices or experience within all aspects of the area of control.
- Free to act within clear policies and procedures but advice and guidance is always available.

## JUDGEMENT AND DECISION MAKING:

- Exercise initiative and responsibility in the programming of works and the management of contracts.
- Maintain appropriate records and participate in decision making about related matters where applicable.
- Guidance and advice is usually available within timeframes to make a choice if required

## SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- A good knowledge of building maintenance practices is essential.
- Proficient in the use of Microsoft Office programs.
- Sound knowledge of estimating, budgets and financial management within the Building Maintenance Industry.
- Good understanding of maintenance action relative to the organisation goals

## MANAGEMENT SKILLS:

The following management skills are required to be utilised:

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

# FACILITIES OFFICER

- Ability to manage time, set priorities and plan workload to meet objectives.
- Ability to manage small projects and activities simultaneously, allocating time and resources appropriately to meet Council's overall objectives.
- Ability to plan own workload with limited supervision, set priorities and meet timeframes.

## INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Well-developed oral and written communication skills.
- Ability to collaborate with others to achieve agreed results and outcomes.
- Ability to work both independently and as an effective team member.

## QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- A minimum 3 years' experience in building asset management Experience in building maintenance programs is essential.
- Demonstrated understanding of all trades within the building industry.
- A trade qualification, Diploma of Building & Construction or Project Management qualification is desired
- Current Victorian Drivers Licence

## TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

## AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

OUR ORGANISATIONAL VALUES

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