

Position Description

POSITION	Inspections Officer – Property Sevices	
REPORTS TO	Property Coordinator	
DIRECTORATE	Infrastructure Services	
BRANCH	OS&F	
CLASSIFICATION	Grade 8	
STAFF	Nil	
CONTACTS	Internal General Management and staff at all levels	External Customers Consultants Contractors Government Departments Community Organisations

Position Objective

To provide high quality, timely and accurate assessments of Councils' public assets for maintenance works and/or inclusion in the annual capital works programme for rehabilitation.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM
AND PURPOSE



WE ARE OPEN, HONEST AND
RESPECTFUL



WE FOSTER WELLBEING
AND CREATIVITY



WE ACHIEVE OUR GOALS AND
SUCCEED TOGETHER

Key Responsibilities

Organisational Relationships

- To develop, maintain, and administer Council's Open Space buildings and facilities maintenance and renewal programs in a proper and efficient manner; and to co-ordinate maintenance works for Council building assets.
- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner, and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Inspect building and facility related assets according to inspection schedules and take actions as required before customers have reason to lodge a request for action or to make complaints.
- Undertake reactive inspections of all building and facility related assets after requests from the community, building management or Building Assets Control Group .
- Establish work priorities for maintenance as identified in the inspection program and through maintenance request investigations.
- Ensure that necessary inspections to inform future works programs are completed by the required timeframes as directed by the Coordinator Property Maintenance.
- Ensure inspections are completed as per the Building Services Schedules and procedures and advise the Coordinator Property Maintenance if required works are unable to be carried out .
- Be proactive in response to customer complaints with follow up inspections prior to and after action is taken by operational staff.
- Utilise and keep up to date the corporate systems for customer request management and defect identification / prioritisation for both planned and reactive inspections.
- Respond to customer correspondence in a timely manner and in accordance with Council's corporate guidelines.
- Manage trade service contracts and supply agreements including electrical, plumbing, cleaning and safety related services.
- Liaison between customers and designated Asset Sponsors or Service Sponsors regarding customer complaints and requests.
- Preparation of project grant applications, project progress reports, Council reports, and other documentation relating to Open Space & Facilities, projects and asset management.
- Complete procurement processes including preparation of project briefs, specifications, contracts and associated procurement documentation as required for the supply of materials or services, analyse submissions, review technical specifications and report recommendations.

- Preparation of tender documents for delivery by formal contract
- Prepare specifications, contract documents or quotations, as required, for the supply of materials or execution of works, analyse tenders and report recommendations thereon.
- Ongoing review and recommendation of improvements to Risk Management Policies and Procedures as they relate to Asset Management and maintenance works.
- Routinely audit the corporate systems for customer request management and defect identification / prioritisation to ensure compliance with corporate guidelines and actions taken in respect of customer requests.
- Reports to Building Assets Control Group via Coordinator Property Maintenance on matters relating to inspections and operational areas.
- Assist in the development and documentation of maintenance plans, programs and reporting procedures for assets maintained by the section in accordance with statutory requirements and Australian Standards.
- Ensure all relevant legislation is complied with, public risk is minimised and due diligence is exercised when undertaking inspections and determining priorities for works.
- Other duties as directed .

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.
- Assist with the development of project as well as annual budgets.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Apply human resources policies and procedures.
- Participate in and assist to develop a teamwork approach within Infrastructure Planning and the broader Works Team to ensure quality service outputs and team harmony.
- Provide professional leadership and direction for staff in accordance with the principles of Equal Employment Opportunity, and corporate policies.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures, and practices.
- Report all risks, hazards, incidents, and injuries immediately to supervisor. Be responsible and accountable for the safety of workers and company property under your supervision.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools and requirements are followed at all times.

- Ensure compliance with and provide feedback on developed Work Health and Safety systems for all activities related to road and related assets.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence, and training.

Qualifications

- Project Management qualification / certification.
- Class C Drivers licence.
- WorkCover Construction Induction Certificate.

Experience

- Experience in property management, buildings or facilities maintenance
- Experience in programming maintenance and minor works.
- Experience in coordinating trades
- Experience in customer service and in developing and maintaining systems to monitor customer inquiries and complaints.

Knowledge

- Experience in aspects of community consultation.
- Strong knowledge of project and asset management principles and practices.
- Knowledge of building design and construction, in particular community buildings.
- Knowledge of Local Government Act, Regulations & procedures.
- Knowledge of WHS legislation.
- Knowledge of Environmental legislation.

Competencies

Demonstrated ability to:

- Demonstrate knowledge and experience in the maintenance and construction of a wide and diverse range of public buildings.
- Demonstrated experience in asset management and / or internal auditing processes
- Inspect and program maintenance works.
- Use corporate systems for customer request management and defect identification / prioritisation.
- Risk management of assets to minimise impacts to the community.
- Provide excellent customer service and deliver quality service outcomes.
- Producing high quality written documentation.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.

- Coordinate, manage and prioritise own workload in a busy complex environment.
- Work positively within the Property Services Team to achieve agreed outcomes.
- Be flexible in your approach to work and adapt well to workplace change.
- Computer literate within a Windows environment
- Use financial management systems for basic functions of writing orders and authorizing invoice payments.
- Work independently and contribute positively to a team environment.
- Work to timelines and within budget.
- Effectively use information technology.
- Negotiating and resolving conflict.

Selection Criteria

Essential Criteria

- Certificate IV in Project Management or equivalent demonstrated building industry or trades experience.
- Relevant experience in the maintenance of public buildings.
- Demonstrated ability to program and schedule work maintenance activities.
- Sound knowledge of all maintenance procedures in public buildings including roofing, plumbing, electrical and structural.
- Sound knowledge of WH&S requirements and risk management principles.
- Sound organisation skills and ability to plan and prioritise multiple tasks while consistently meeting agreed timeframes.
- Sound interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity, and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher, and PowerPoint)
- Current Drivers Licence.
- WorkCover General Induction for Construction Work.

Preferred Criteria

- Relevant qualifications in property management, facilities maintenance, minor works programming, or project management.
- Demonstrated knowledge and understanding of legislation applicable to Local Government and Council's strategic operations.
- Familiarity with NSW Environmental legislation.
- Commitment to and understanding of process improvement and sustainability principles.
- Demonstrated ability with interpretation of, and compliance with, relevant Acts, regulations and codes.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Property Coordinator

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐