

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Building Projects Coordinator		
Position Number:	227		
Directorate:	Works and Infrastructure	Unit:	Open Space and Community Facilities
Salary Grade:	9	Standard Position Hours:	35 Hours
Position Reports to:	Manager Open Space and Community Facilities		
Staff Management:	12		
Budget Responsibility:	\$400,000		
Date Created:	5 April 2013	Date Last Reviewed:	29 January 2018
Version:	2	Document Number:	DOC2015/063828

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure Management
- Open Space & Community Facilities
- Environment and Waste Services

The Open Space and Community Facilities unit is responsible for the management of community facilities, halls and centres. Public swimming pools, public toilets and amenities, trees and vegetation, recreation areas, civic spaces, sporting ovals, parks, playgrounds and cemeteries.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objectives of this position are to;

- Provide quality building construction, renewal and demolition services (including trades) to Council within a competitive environment and to provide expert assistance in developing building renewal and capital works projects for Council's buildings and facilities, including but not limited to planning and construction advice, and cost estimation services.
- Provide and maintain security systems and services including supervision and administration of all Council building security and alarm systems.
- Provide a competitive cleaning service to Council and external clients where required

KEY ACCOUNTABILITIES

1. Provide renewal and capital works project services for Council buildings and facilities including:
 - Expert technical advice on all aspects of building construction, renewal and demolition projects from the planning phase through to implementation and demolition.
 - Operational services and works for building renewal and capital works projects, including daily supervision and control of projects, and work by Council employees, community groups, consultants, contractors and subcontractors, to ensure project outcomes are achieved on time, to appropriate standards/codes, within budget and in accordance with any contractual or legislative requirements
2. Coordinate, supervise and lead the Building trades and Cleaning teams, including;
 - Coordinating the operational activities of all team members.
 - Undertaking workplace assessments of team members in accordance with Council's policies.
 - Actively encouraging team harmony and cooperation and ensure that a positive example is set for the team.
 - Providing clear directions, support, guidance and feedback to team members.
 - Monitoring performance of team members and provide feedback as required.
 - Ensuring that staff issues are dealt with in a timely and appropriate manner.
 - Assisting with development and training of team members.
 - Developing and maintaining a team culture which displays excellent work ethics and strives to continually improve to produce the best possible outcomes for Council.
3. Provide technical advice and feedback regarding any new or proposed works involving Council buildings and facilities, including broad cost estimations, suggested construction methodologies, materials and techniques.
4. Provide a competitive cleaning service for Council buildings and facilities to meet agreed budget and quality standards including:
 - Preparation and alteration of staff rosters to ensure provision and continuity of cleaning services
 - Engaging and administering cleaning contractors as required.
5. Provide emergency building construction services, for emergency situations involving major renewal or replacement, arranging and supervising building assessment, repairs and installation of safety measures as required.
6. Provide and maintain security systems and services including
 - Supervision and administration of all Council building security and alarm systems.
 - Assistance with Council's electronic security keying system and other keying systems used by Council.
7. Prepare cost estimates and detailed quotations for renewal and capital works projects and where necessary for maintenance projects including coordination of all quotations required for annual budget preparations.

8. Prepare insurance claims relating to building and facility damage requiring major renewal or replacement and as necessary for minor maintenance repairs.
9. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Trade Certificate in Carpentry or other relevant equivalent qualifications.
2. Minimum 5 years' experience in building and facilities construction and maintenance, including experience in quantity and cost estimating, works scheduling and project management.
3. Demonstrated sound experience in a leadership role, with the proven leadership skills and an ability to foster an environment based on teamwork and cooperation.
4. Demonstrated broad knowledge of Australian Building Standards and statutory requirements.
5. Demonstrated sound working knowledge of building contract administration and management including the engagement and use of building industry contractors and consultants such as steel fabricators, brick layers, structural engineers and quantity surveyors.
6. Demonstrated experience in the safe use of minor plant and equipment.
7. Demonstrated working knowledge of building and facility security and alarm systems.
8. Demonstrated high level of written and verbal communication skills including the ability to communicate with a range of stakeholders.
9. Demonstrated sound knowledge and experience in the use of Microsoft Office, e-procurement systems and Electronic Document Management systems and Customer Request Management systems.
10. Demonstrated working knowledge of Workplace Health and Safety requirements.
11. Holder of all the following;
 - Class C drivers licence.
 - Working at Heights Certification
 - Safe Work Near Power Lines Certificate
 - Working in confined spaces Certification

Highly Desirable

1. Demonstrated experience in financial management.
2. Experience in the development of staff rosters.
3. Knowledge of cleaning related practices and products.
4. Workplace Assessor Certificate.
5. Demonstrated knowledge of Quality Assurance processes and system.
6. Demonstrated ability to use job related software including financial management packages, work schedule packages and job cost estimation packages.
7. Management Training.

SIGNATURE

Employee

Full Name:

Signature:

Date: