

POSITION DETAILS

Position Title:	Field Officer Mechanical and Essential Services	Position Grade:	7
Department/ Directorate:	Property Management / City Infrastructure	Position Status / Hours per Week:	Permanent / 35 hours

PRIMARY PURPOSE OF THE POSITION

Within the Property Management Department and across its relevant accountabilities, your primary purpose is to deliver the following mechanical and essential services:

- Commercial portfolio
- Operational Buildings
- Affordable Housing (as required)
- Community Buildings
- Heritage Buildings
- Parks Buildings
- Libraries
- Other Council-owned building and property assets

You will do this by:

- Assist the Mechanical and Essential Services Coordinator in maintaining accurate and current records of maintenance / service performed and statutory records (including hazardous materials register)
- Assist the Environmental Engineer with the operation of plant at the Porters Creek site
- Assist the Mechanical and Essential Services Coordinator with procurement of external services for agreed works programmes
- Assist the Mechanical and Essential Services Coordinator with all maintenance requests for building services including air conditioning, fire services, lifts, electrical, and plumbing
- Contribute to the development of OPEX and CAPEX budgets in relation to Essential and Mechanical Services
- Arrange and monitor program maintenance. Check items are completed as per schedules (such as electrical, plumbing and gutter cleaning program maintenance)
- Effectively and efficiently manage and maintain Council's buildings to the highest possible standard, including compliance and safety requirements. Establish and develop ongoing programs to undertake all facilities management activities, including rolling preventative maintenance programs.

SELECTION CRITERIA

Education / Qualifications

- Certificate III Air Conditioning & Refrigeration, or Electrical or Mechanical Engineering diploma
- WHS Induction Certificate
- Current Driver's Licence

Experience/Specific skills

- Experience in the areas of building services maintenance, compliance and capital works.
- Experience in investigative work necessary in diagnosing faults.
- Proven project and contract management track record within the area of property maintenance and services.
- Proven communication, interpersonal and database administration skills.

Personal Attributes

- Excellent communication skills.
- Self-motivated and able to work without close supervision
- Able to use initiative to solve day to day work problems
- Team Worker with high level of reliability

Desirable Qualifications, Experience and/or Skills

- Well-developed and accurate record keeping skills
- Proven project management experience
- Knowledge of legislative requirements relating to building services.
- Bi-lingual language skills desirable.

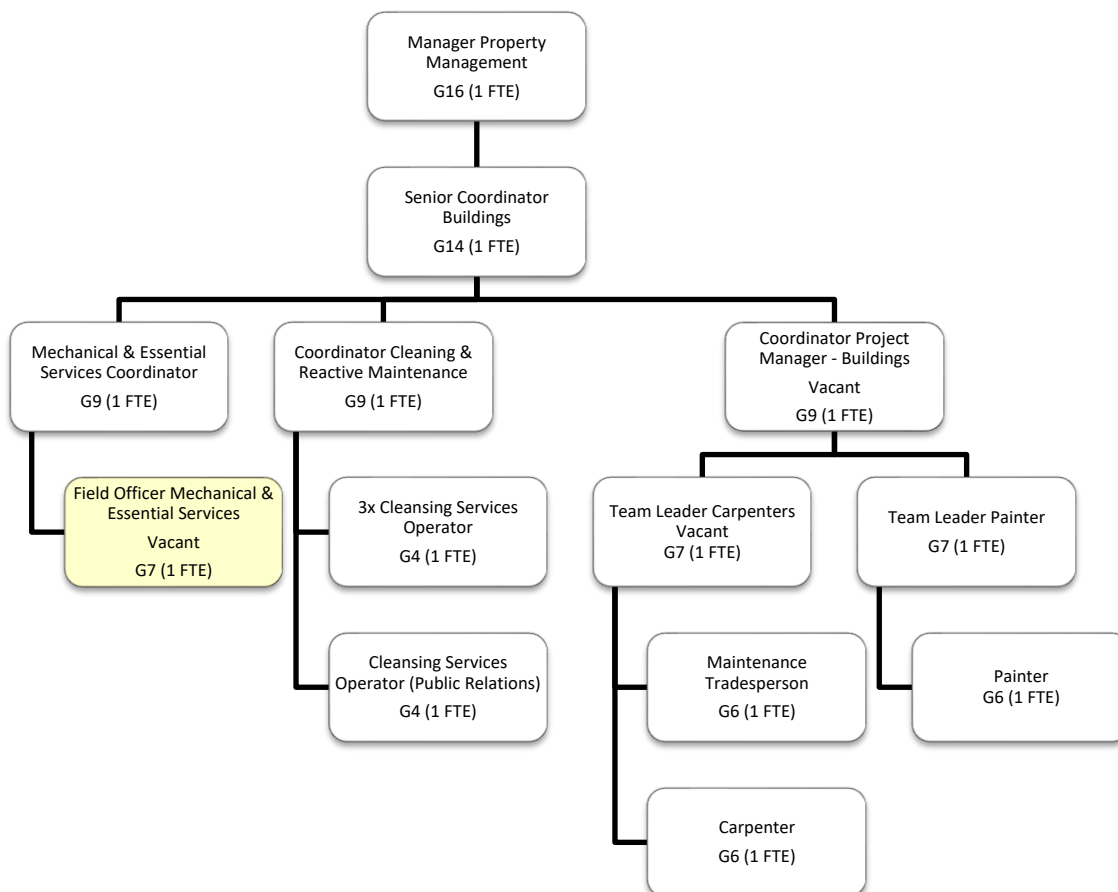
Please note: In line with Council's COVID Safe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19

ORGANISATIONAL CHART

SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Property Management Department.

- Manage a safe, desirable and unpolluted work environment
- Operational administration and record keeping
- Responding to and actioning of customer requests
- Undertake investigations and report or action.
- Process mapping, work improvements and quality control
- Undertake special programs
- Undertake minor re-active and emergency response
- Develop and monitor programmed maintenance programs as required
- Actively participate in corporate programs/activities.
- Procure external resources (contracts and suppliers)
- Engagement and supervision of contractors



CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
2	To adhere to Council plans, policies, procedures, and Code of Conduct
3	To understand, adhere and promote all WHS policies and procedures
4	To understand, adhere and promote Council's EEO policies and procedures.
5	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
6	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
7	To actively document all policies, procedures, projects and activities (as required)
8	To actively share information and knowledge on issues, training and better practice to relevant staff
9	To identify and initiate improvements of business systems to maximise service delivery
10	To identify and initiate improvements of processes to maximise service delivery
11	To deliver all project deliverables through PM_CoR methodology
12	To identify and minimise exposure to risk

CORPORATE ACCOUNTABILITIES

13	To be involved in or provide feedback on corporate initiatives
14	To positively and proactively work with others across the organisation to deliver the outcomes
15	To model Council's values
16	To create and contribute to a positive work environment within my team, my Unit and the workplace.
17	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Health & Safety

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

Excellence

We do the best we can for our customers and embrace innovation in the way we work.

Accountability

We are honest, transparent and act in the best interest of Council and the community.

Respect

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

Teamwork

We work within both our own teams and other teams to successfully achieve council's goals.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

Employee's Name	
Employee's Signature:	
Date:	