

Position Description

Building and Facilities Coordinator

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: January 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 15 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Works and Civil
Section:	Open Spaces and Facilities
Team:	Buildings and Facilities
Work base:	Grafton
Position responsible to:	Manager Open Spaces and Facilities
Level of support and supervision:	High level of independence with routine reporting function to the Manager Open Spaces and Facilities
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Responsible for Building and Facilities Staff
Internal contacts:	Extensive across all sections of Open Spaces and Facilities Section and other Sections of Council.
External contacts:	General public, government agencies, consultants, management committees, contractors, tradespersons.

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours	
Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent driving

Frequent use of keyboard

Walking on uneven ground and up and down slopes

Purpose of the position

Provide day to day management, leadership and direction for Council's buildings and facilities in relation to their maintenance, renewal and capital project delivery activities, on time and within budget.

Assist in the formulation of policy, strategic planning and asset management for the maintenance, renewal and improvement of buildings and facilities.

To develop and monitor operational and delivery plans, budgets and processes for Council capital projects and operational works.

Major duties and responsibilities

Assist the Manager Open Spaces and Facilities ensure that operations and activities are delivered effectively and efficiently in accordance with Council policy, approved plans and statutory and industry standards

Supervise and coordinate the Building and Facilities operational team

Develop, implement and monitor Asset Management Plans; and recording and reporting systems relevant to Building and Facilities assets

Develop documentation and coordinate dissemination of information to staff to address management of risks and workplace health and safety associated with Building and Facilities assets

Develop and monitor budgets and forward plans in relation to Building and Facilities operations and capital works programs

Deliver Council's annual Building and Facilities operational and capital works programs to ensure that time, cost, quality and productivity outcomes are achieved

Assist the Manager Open Spaces and Facilities in the development of policy; and preparation of Council reports and other information to fulfil Council's Legislative and regulatory obligations

Provide direction, schedules, short and long term maintenance management systems and strategies for building and facility maintenance services to ensure reliability and safety

Develop and implement proper work practices and techniques to ensure a high standard of work and personnel safety

Meet all applicable legislation and Statutory Authority regulations and guidelines

Facilitate design and/or assist in designs for building maintenance, renewal and major projects and provide timely, accurate and succinct information in relation to building and facility maintenance and renewal

Major duties and responsibilities

Be aware of the latest changes in building and facility maintenance as they may be applicable to Council's needs

Coordinate an after hours response to building and facility maintenance and support emergency response in times of natural disaster

Provide consultation with committees and members of the public when identified and required by Council

Monitor all utilities (power, water usage etc.) and building maintenance contractors (e.g. cleaning, fire safety services, air conditioning, security) to ensure economical strategies for Council

Source/assist in grant applications and identification of sources of income for improvements to buildings or related facility assets

Develop and maintain a hazardous materials register for all of Council's buildings and facilities, including the development of inspection schedules to fulfil Council's statutory requirements

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications or equivalent in Building, Facilities Management ; **or** equivalent relevant industry experience

Knowledge of the Building Code of Australia and contemporary building issues

Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Experience

Demonstrated high level experience, skills and knowledge in building maintenance, project and contract management, and procurement processes

Demonstrated high level knowledge of workplace health and safety issues as they relate to building and facility maintenance issues

Demonstrated high level leadership and staff/contractor management ability

Demonstrated well developed budget management experience

Demonstrated experience in building and facilities services and systems management and performance

Position related skills

Well developed computer and technology literacy and substantial proficiency in the Microsoft suite of programs

Demonstrated operational planning skills and knowledge including the ability to deliver works programs within agreed timeframes

Demonstrated well developed interpersonal, written and verbal communication skills

Essential selection criteria

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Post graduate qualifications in Building and Facilities Management, Project Management or Contract Management

Licences/tickets, clearances, membership

Membership of an appropriate professional body

Experience

Extensive knowledge and experience in the management of buildings and facility assets and infrastructure

Well developed negotiation/mediation skills

Other features of this position may include

Attendance at committee meetings and maintenance/construction matters outside normal working hours

Call back duties

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee

Signed: Date
Senior Coordinator People, Culture and Safety