

Position Description

Supervisor (Building and Facilities Operations)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: March 2024

Salary and conditions

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

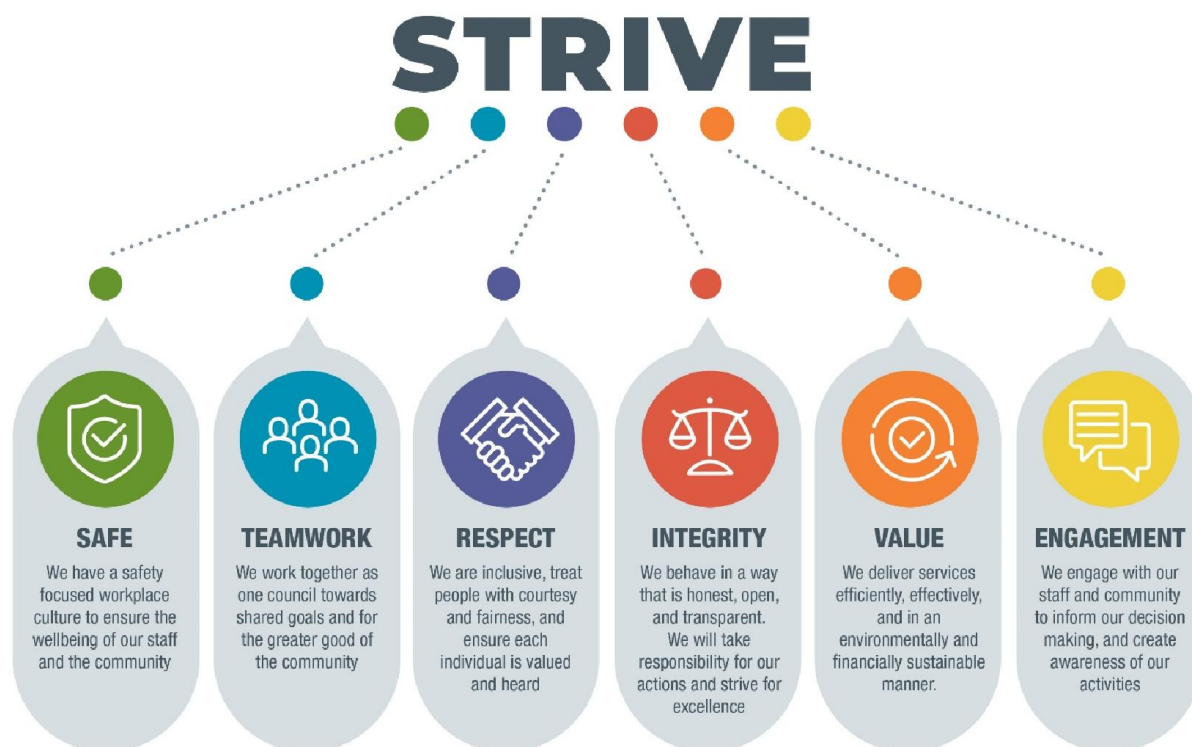
Assessed entry level of position within salary system:	Band 2 Level 2
Position limit within salary system: (20 Grade structure)	Grade 10 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

Organisational relationships

Directorate:	Works and Civil
Section/Unit:	Open Spaces and Facilities
Team:	N/A
Work base:	Rushforth Road Works Depot
Position responsible to:	Coordinator Facilities
Level of support and supervision:	High level of independence
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Up to 5 staff
Internal contacts:	All staff within Council, but primarily within the Open Spaces and Facilities Section
External contacts:	General public, government agencies, and private organisations

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



Purpose of the position

To supervise and coordinate operational staff and external contractors in the delivery of general building and facilities maintenance and construction activities within the Council area

To investigate facility maintenance requirements, and develop works schedules and specification for Council works

Major duties and responsibilities

Supervise, plan and coordinate relevant building maintenance works to ensure cost efficient delivery of services and a safe working environment for employees and the public, including the coordination of preventative reactive and minor capital works projects

Major duties and responsibilities

Coordinate the Building and Facilities operational team and contractors for the delivery of the building and facilities operational and capital works programs to ensure that time, cost, quality and productivity outcomes are achieved

Ensure building maintenance operations are undertaken in accordance with all quality, environmental and WHS requirements, including the completion of required documentation.

Assist in the coordination of emergency works and out of hours response to ensure critical building maintenance issues which may occur out of hours can be dealt with promptly as required

Plan and arrange all plant, labour, materials and services required to complete designated works for the Buildings and Facilities operational team in accordance with Council's policies and procedures

Forecast and monitor all works under the control of the position to ensure expenditure remains within budgetary constraints

Inspect buildings and facilities (including internal requests and matters of public complaint) and prepare advice, estimates and reports and recommend maintenance, construction and reconstruction options as required

Liaise with contractors, user groups and internal customers to investigate building works and ensure all stakeholders remain informed throughout the works process to ensure positive working relationships are maintained during works

Underwrite the audit of building works and provide advice as required to ensure Council's standard of quality, environmental and WH&S standards and documentation are maintained and adhered to consistently

Monitor, gather and maintain asset condition data for Council's buildings and related structures/facilities and recommend actions to maintain these assets to the highest possible standard

Review and authorise time sheets, plant sheets, purchase orders and invoices for activities supervised by the position.

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

Trade qualifications relevant to the building industry; **or** equivalent relevant industry experience

Demonstrated working knowledge of the Building Code of Australia and contemporary building issues affecting public buildings

Licences/tickets, clearances, membership

Current Drivers Licence

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

Experience

Demonstrated high level experience in general building/facilities construction and maintenance

Position related skills

Strong computer literacy including sound level of proficiency in Microsoft Suite and ability to use a range of corporate programs

Essential selection criteria

Demonstrated well developed staff supervisory skills including the ability to resolve conflict

Well developed communication skills including the ability to liaise with the public

Demonstrated ability to develop maintenance schedules and minor works specifications

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

Qualifications in Project Management or Contract Management

Licences/tickets, clearances, membership

Building Contractors Licence

Qualified Supervisor Certificate

Safe Work Near Overhead Powerlines Certificate

Confined Space Accreditation

High Risk Work Licence Class 'DG' - Dogging

First Aid Certificate

Asbestos Awareness Training

Physical requirements of the position

Capable of working in difficult terrain, including walking up and down embankments and over rough ground

Frequent bending

Frequent driving between job sites

Manual handling

Access and egress to plant and equipment

Regular use of computer keyboard

Other features of this position may include

Call back to undertake emergency operations

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