

# Position Description

## Coordinator Facilities

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** June 2021

### Salary and conditions

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

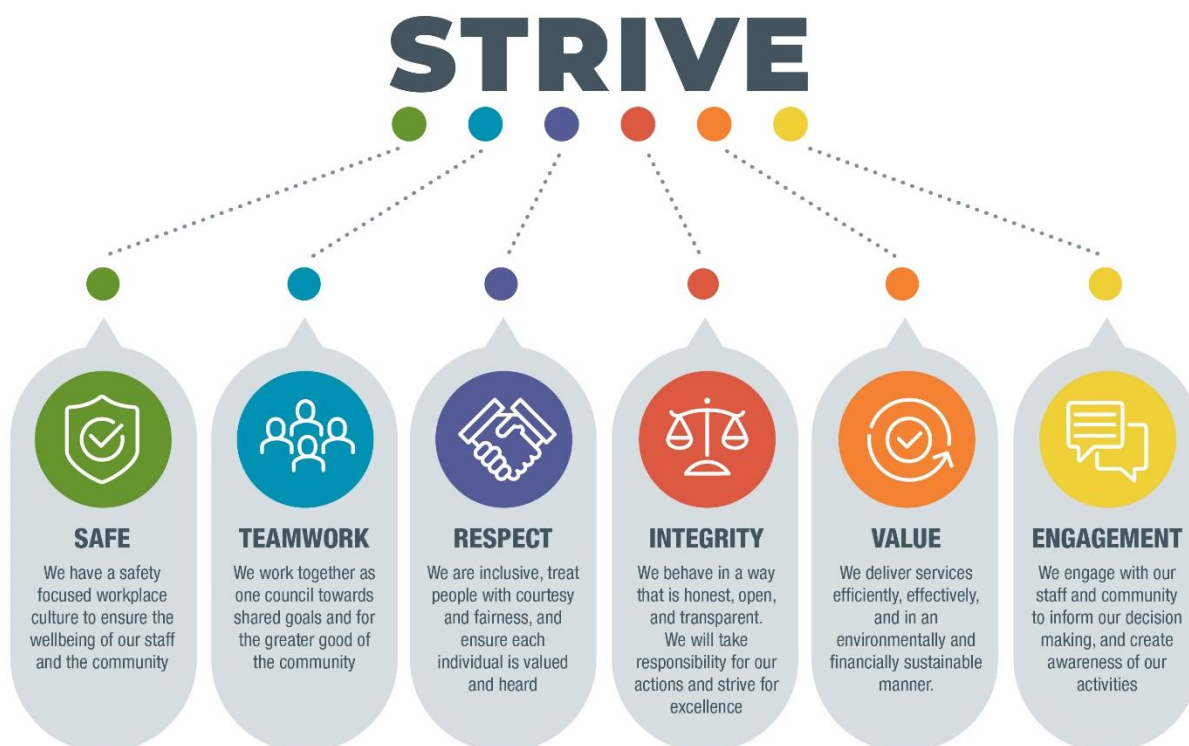
Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Works and Civil
Section/Unit:	Open Spaces and Facilities
Team:	Building and Facilities
Work base:	Grafton, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
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 direct supervisor of 10 Building and Facilities Staff
Internal contacts:	All staff within Council
External contacts:	General public, government agencies, consultants, management committees, contractors, tradespersons.

### Vision, mission and values

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



### Physical requirements of the position

Walking on uneven ground and up and down slopes

Prolonged periods of sitting

Frequent use of computer keyboard

Frequent periods of driving

### 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 Council's Buildings and Facilities.

### Purpose of the position

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 for all 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 (inclusive of airport and saleyards) 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 (inclusive of airport and saleyards) maintenance and renewals

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 and facility 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

Supervise, mentor and support the staff reporting to 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

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

Knowledge of the National Construction Code (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 and facility 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 literacy including sound proficiency in Microsoft Office Suite

Well developed communication skills (written, verbal and interpersonal)

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

### 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

**Desirable selection criteria**

Extensive knowledge and experience in the management of buildings and facility assets, including facilities such as airports and saleyards, and related 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*