

POSITION DESCRIPTION

Position Title:	Facilities Team Leader	Position Code:	5-FTLW
Division:	Organisational Performance	Grade:	E
Location:	Wellington	Hours/Week:	38
Reports to:	Building Services Coordinator		
No. Direct Reports:	1	No. Indirect Reports	Nil

Primary Purpose of Position

This position is responsible for the effective delivery of maintenance functions and cleaning services within nominated council buildings including but not limited to Civic Administration Buildings and depot in Wellington, and cleaning Services to other Council facilities. This position is responsible for undertaking and coordinating maintenance activities, and leading a small team to deliver quality cleaning services in accordance with asset maintenance standards and adopted risk management procedures.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Building Maintenance	<ul style="list-style-type: none"> • Conduct regular inspections on Council's buildings, facilities and other structures as directed by Building Services Coordinator. • Coordinate and conduct cyclic and reactive maintenance tasks on specific Council facilities as directed by Building Services Coordinator. • Manage specific projects as directed, ensuring they are on time and within budget allocation. • Identify and provide solutions to day to day maintenance problems. • Alert the Building Services Coordinator to concerns regarding work planning and resources to deliver services to client expectations. • Prepare cost estimates for necessary works as required. • Provide advice and maintenance expertise to clients and projects as required.
Cleaning Services	<ul style="list-style-type: none"> • Manage the provision of a high quality cleaning and caretaking service within the civic administration building in Wellington, and other nominated facilities. • Ensure cleaning staff notify you of maintenance requirements. • Work with the Building Services Coordinator and clients to define cleaning requirements and standards. • Identify and implement changes to cleaning processes and cleaning materials so as to provide continually improving cleaning standards, efficiency and cost effectiveness. • Undertake cleaning duties where staff shortages require it.

Key Accountabilities / Duties

Team management and work planning	<ul style="list-style-type: none"> • Plan and prioritise work for the cleaning team. • Provide direction, allocation and supervision of cleaning staff. • Identify and provide solutions to day to day problems, in accordance with set procedures and guidelines. • Produce and monitor rosters for cleaning staff, to ensure that all areas are systematically cleaned and maintained to optimum conditions of cleanliness. • Alert the Building Services Coordinator to concerns regarding work planning and resources to deliver services to client expectations.
Contract Management	<ul style="list-style-type: none"> • In consultation with the Building Services Coordinator manage contracts relating to building operations including (but not limited to) cleaning, pest control, lift services, electric door services, fire protection services and security services, and air conditioning servicing.
Safety Management	<ul style="list-style-type: none"> • Ensure that the adopted risk management procedures are known and observed by employees at all times.
Leadership	<ul style="list-style-type: none"> • Represent Council in a professional and ethical manner • Provide the communication link from the Building Services Coordinator to your members of staff.
Team/People Management	<ul style="list-style-type: none"> • Supervise your team and their duties ensuring that individual accountabilities and performance are monitored and achieved. • In conjunction with HR policies, make recommendations to the Manager on appointments, promotions and terminations of staff under your control. • Ensure that the organisation's policies and procedures are fully understood and adhered to by your team. • Ensure appropriate communication to your team to ensure awareness of relevant key issues • Foster good team work and high staff morale within the team.

Inherent Requirements of the Position

- Class C drivers licence
- First Aid Certificate.
- Pre-employment Health Assessment.
- The position requires a certain level of physical fitness necessary to undertake cleaning duties, moving furniture, climbing ladders, etc.
- The position is provided with a mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.
- The occupant of this position can be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.
- This position is required to wear a DRC identification badge at all times.

Selection Criteria

Essential

1. Solid experience in coordinating and supervising a team.
2. Experience in delivering, cleaning and caretaking services in a large organisation.
3. Demonstrated competency in undertaking building maintenance services including painting, minor concreting, paving, plumbing repairs, watering systems, landscaping, carpentry, and electrical (not to a standard requiring electrician qualifications).
4. Understanding of building management systems such as; air conditioning systems; building maintenance systems etc.
5. Demonstrated commitment to and genuine interest in the provision of excellence in service to clients.
6. Ability to undertake administrative duties with experience in the Microsoft suite of applications.
7. Understanding of Workplace Health and Safety systems.

Desirable

8. Certificate IV in Building and Construction or related discipline.

Organisation Wide Accountabilities

Corporate Values

Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
 - Be Curious, Courageous and Committed
- **Sustainable**
 - Balanced Approach To Growth and Opportunity
- **One Team**
 - Working Together
- **Integrity**
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable

	<ul style="list-style-type: none"> The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> Council's adopted Code of Conduct. Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: