

# Position Description

## CORPORATE INFORMATION

<b>Position Title</b>	Officer – Facilities Management and Maintenance		
<b>Directorate</b>	Corporate and Community Services	<b>Branch/Section/Unit</b>	Facilities Management and Maintenance Unit, Major Venues and Events (Kilkivan Office)
<b>Position Number</b>	1455	<b>Level</b>	4
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, section 1		
<b>Line Manager</b>	Senior Officer – Facilities Management and Maintenance		
<b>Direct Reports</b>	Nil		

## SCOPE OF POSITION

### Position Summary

To coordinate a range of facilities management and maintenance activities to contribute to the unit's objective of overseeing safe, compliant and fit for purpose facilities that meet community need and Council requirements.

Facilities under this role include, but are not limited to, Gympie Regional Council's western region corporate administration buildings, showgrounds, public amenities, community and sporting facilities.

### Key Responsibilities of the Role

- Coordinate building maintenance requests for facilities under the responsibility of the directorate ensuring rectification works are timely and compliant;
- Utilise information from building condition audits to plan and coordinate necessary works or improvements;
- Provide facilities management and maintenance advice and support to internal stakeholders;
- Maintain asset management systems for relevant buildings and contribute to an ongoing review of business systems, policies and processes as part of a continuous improvement process;

# Position Description

- At the direction of the Senior Officer - Facilities Management and Maintenance, plan and coordinate the procurement and implementation of approved operational or capital works projects;
- Develop quotation documentation for infrastructure and maintenance works, assess responses and implement contracts for the supply of goods and/or services in relation to facilities management and maintenance, contributing to the development, review and implementation of major service contracts in conjunction with the Senior Facilities Officer;
- Undertake financial and administration tasks relating to facilities management and maintenance exercising sound judgement, initiative and confidentiality;
- Liaise with community groups which may include attendance at meetings;
- Other duties as required.

## **Mandatory Licence/Competency (Ticket) Requirements**

- Queensland 'C' Class driver's licence or above that is current and maintained.

## **Essential Knowledge/Skills/Qualifications Criteria**

- Demonstrated knowledge of and experience in facility management and maintenance;
- Sound understanding of asset and related financial management and the ability to work within asset management programs;
- Demonstrated ability to read and interpret service/management contracts and legislation and codes relevant to building maintenance standards;
- Well-developed oral and written communication and interpersonal skills, including the ability to interact effectively with internal and external stakeholders both individually and in groups;
- Demonstrated problem solving skills in both individual and group work;
- Ability to respond quickly and appropriately in reactive or emergency facilities maintenance situations (e.g. vandalism, broken water pipes, security breaches).

## **Desirable Knowledge/Skills/Qualifications Criteria**

- Formal qualifications/active enrolment or equivalent experience in business administration, project management, asset management or similar field.
- Demonstrated knowledge of financial administration (local government environment an advantage).
- Demonstrated knowledge of project management.

## **Physical Requirements of the Position**

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.

- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Occasional out of hours work (including weekends)
- Facilities staff may be required to work at any Council location, as required.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

## Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

## Council's Vision

To be the *natural* choice to live, work and play.

# Position Description

## Council's Values

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

## POSITION APPROVAL AND ACCEPTANCE

### Approved By

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

### Accepted By

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

*The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.*