

Position Description



CORPORATE INFORMATION

Position title	Coordinator – Facilities Management		
Directorate	Corporate and Community Services	Branch/Section/Unit	Property and Facilities
Position number	TBC	Level	7
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Manager Property & Facilities		
Direct reports	Supervisor – Building Maintenance Project Officer Facilities Officers (x 3) Administration Officer		

SCOPE OF POSITION

Position Summary

To co-ordinate the operational and long term management and maintenance of Council's corporate office buildings and community facilities that are under the control of Council's Corporate and Community Services Directorate. This includes but is not limited to Council's corporate administration buildings, community halls, showgrounds, public pools and public amenities.

Key Responsibilities of the Role

- Lead and manage a diverse multi-disciplinary team and provide guidance, mentoring and motivation to the Facilities Management and Maintenance team
- Lead, manage, coordinate and deliver facilities related maintenance programs, capital works projects and ancillary related projects across the Branch's asset portfolio.
- Lead and coordinate the delivery of services to provide a safe, effective and functional operating environment and maintain compliance with procurement and legislative requirements
- Manage the preparation of detailed scopes of work, specifications, tender and contract documentation
- Evaluate and develop systems, procedures and practices to keep pace with the changing needs of the organisation and legislative environment.

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- Provide high level financial management and control of the Facilities Management team's programs, budgets, projects, external services and consultancy contracts to ensure that services are delivered within budgetary constraints and acceptable timeframes.
- Provide high level technical, maintenance and project advice to Council and the Executive.
- In conjunction with other Council departments, development and implementation of whole of life asset management plans, procedures and systems for all facilities under the control of the directorate.

Mandatory Licence/Competency (Ticket) Requirements

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

Essential Knowledge/Skills/Qualifications Criteria

- Formal qualifications or equivalent experience in asset management or similar.
- Specialist understanding of asset and related financial management and the ability to create, maintain and work within asset management programs.
- Demonstrated ability to read and interpret service/management contracts and comprehensive knowledge of relevant legislation/codes.
- Demonstrated ability to formulate programs, procedures and practices in an asset management framework.
- Specialist knowledge of building maintenance matters with demonstrated experience in facility maintenance co-ordination.

Desirable Knowledge/Skills/Qualifications Criteria

- Well developed oral and written communication and consultation skills including ability to interact effectively with clients and staff both individually and in groups.
- Demonstrated decision making and problem solving skills.
- Demonstrated knowledge of financial administration.
- Demonstrated understanding of policy and procedures relevant to the section

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).

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.

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.

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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.

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POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

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