Position Description

CORPORATE INFORMATION

Position title	Coordinator Building and Facilities		
Directorate	Infrastructure Services	**Branch/Section/Unit**	Property and Open Space
Position number	1561	**Level**	6
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Manager Property and Open Space		
Direct reports	Officer Facilities Management and Maintenance (x3) Officer Contract Administrator Officer Administration Facilities Management and Maintenance Senior Specialist Electrical Maintenance		

SCOPE OF POSITION

Position Summary

To coordinate the timely operational delivery and strategic long term management and maintenance of Council's built assets including but not limited to corporate administration buildings, community buildings and halls, showgrounds, public pools and public amenities under the control of Council's Asset and Facilities Directorate.

Key Responsibilities of the Role

- Lead and manage a diverse multi-disciplinary team providing strategic direction and operational leadership, guidance, mentoring and motivation to the Facilities Management and Maintenance team, to deliver a high standard of service to maintain the required service standard of buildings and facilities.
- Lead the Workplace Health and Safety (WH&S) function of the facility maintenance teams with a primary focus on managing Contractor compliance with Council's WH& S Management Plan, including coordination and approval of Contractor SWMS's, completion of WH&S pre-start and monthly meetings, employee inductions, training, competency and development management, as well as the timely completion of monthly safety performance KPI's and Rectification Action Plans (RAP's).
- Lead, coordinate, and be a key stakeholder in the development of a digital platform to deliver planned, preventative and unplanned facility maintenance services, as well as ancillary related minor projects across the Branch's asset portfolio.

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- Lead and coordinate the delivery of services including the annual building inspection program to provide a safe, effective and functional operating environments and to maintain compliance with building and facility legislative requirements.
- Manage the preparation of detailed scopes of work, specifications, costs estimates, project schedules, procurement activities (in-accordance with Council's procurement policies) and contract documentation to maintain service level continuity for effective FM&M delivery.
- Review, evaluate and develop systems, procedures and practices to align service level standards with the changing needs of the organisation and legislative environment.
- 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, as well as involvement as the team representative at the Heritage Reference Group and CORT meetings.
- 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.
- Queensland General Safety Induction (White card).

Essential Knowledge/Skills/Qualifications Criteria

- Formal qualifications or equivalent experience in asset and facility management in a medium size organisation with a demonstrated background in project management methodologies including risk management, budgeting and scheduling.
- Specialist understanding of asset and related financial management and the ability to create, develop, maintain and work within Enterprise Resource Planning (ERP) asset management programs.
- Well developed oral and written communication and consultation skills including ability to interact effectively with internal customers, community groups and individuals.
- Demonstrated ability to read and interpret service management contracts and comprehensive knowledge of relevant legislation codes and standards.
- Demonstrated ability to formulate service level programs, procedures and practices in an asset management framework.
- Demonstrated leadership, consultation, decision making and problem solving skills.
- Demonstrated knowledge of financial administration including budget development forecasting and management.

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- Specialist knowledge of building maintenance matters with demonstrated experience in developing facility maintenance co-ordination.

Desirable Knowledge/Skills/Qualifications Criteria

- QBCC Licenced Building Contractor Licence (Low rise) or the ability to obtain a licence.
- Completed Residential Building Inspection Licence or the ability to obtain a licence within the first six (6) months of being appointed.
- 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

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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.

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.

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