

Moreland City Council

POSITION DESCRIPTION



POSITION TITLE:	Building Maintenance Essential Services Coordinator
POSITION NO:	421
CLASSIFICATION:	Band 6 - 0.6 EFT
AWARD / LWAA:	Moreland City Council Enterprise Agreement 2015
DEPARTMENT:	City Infrastructure
BRANCH:	Capital Works Delivery
WORK UNIT:	Building Maintenance
REPORTS TO:	Unit Manager Building Maintenance
SUPERVISES:	Nil
PREPARED BY:	Unit Manager Building Maintenance
APPROVED BY:	Manager Capital Works Planning & Delivery

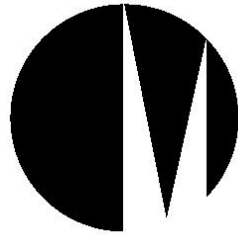
Moreland's Values are mine!

DATE CREATED:

DATE MODIFIED: 4/5/2016

DATE APPROVED: 13/8/13

DATE PRINTED: 13/8/13







Moreland City Council

As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.

1. POSITION OBJECTIVES:

- Develop and maintain Essential Services programmes for Council's Buildings to ensure regulatory compliance.
- Ensure Regulatory Compliance for all Council owned Buildings for all Essential services including Essential Safety Measures (ESM).
- Liaise with the ESM contractors regarding status of Audit works and outstanding services or defects.
- Coordinate Maintenance and Minor Building Works for Council Owned Buildings
- Manage ESM Operational Budget to achieve goals.

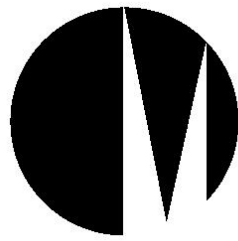
Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say

DATE CREATED:

DATE MODIFIED: 4/5/2016

DATE APPROVED: 13/8/13

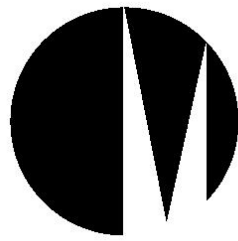
DATE PRINTED: 13/8/13



Moreland City Council

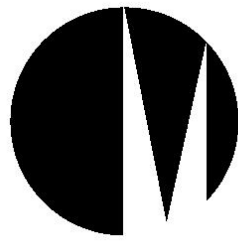


We will work within and across the organisation to achieve community outcomes



2. KEY RESPONSIBILITY AREAS:

- **Coordinate Capital and Cyclic Maintenance Works to Agreed Service Standards**
 - Manage Contractor programmed Inspections and maintenance for Essential Safety measures ESM's. (Ensuring all records are kept)
 - Develop and maintain Essential Services Programmed Maintenance
 - Ensure ESM coverage and sign-off for all council Buildings
 - Involvement and input developing and prioritising programmed maintenance list
 - Manage individual minor building projects that typically lie within a range of \$1,000 to \$50,000
 - Be able to manage projects to a value of \$150,000
 - Input/update, Implement cyclic maintenance program for Testing & Tagging and Essential Services
 - Audit, program and manage works to ensure safety of shade sails on Council land
 - Maintain Council's asbestos database to current standards.
 - Escalation to Unit Manager Building Maintenance and other reporting as required
 - Ensuring compliance with OH&S standards and Council policy.
 - Safety auditing as required
 - Facilitating compliance with relevant regulations
 - Manage risk implications to acceptable standards
 - Manage plant & equipment as appropriate
- **Project Management**
 - Plan and develop options
 - Provide input into the assessment of building maintenance options for works in order to provide timely and accurate advice to Unit Manager Building Maintenance regarding the financial tracking of projects and programs
 - Ensure project outcomes are achieved within:
 - agreed time frames
 - budgets
 - quality/standards
 - regulations
 - Ensure adequate liaison occurs with facility users / clients
- **Complaint Resolution**
 - Take steps to investigate and resolve complaints – internal and external
 - Manage internal and external aspects of projects and works.
- **Oversee Contractors and Contracts**
 - Involvement and input into the establishment of service delivery contracts



Moreland City Council

- Establish KPI's to contracts to ensure efficient contract management processes and contractor performance, and manage contracts accordingly
- Coordinate and manage allocation of resources
- Undertake final approvals for works completed by contractors
- Resolve poor performances
- Ensuring relevant compliance training of contractors is current and carried out
- Ensuring all contract works adhere to risk management policies and relevant Job Safety Analyses and OHS Plans.

- **Facilitate Reactive Maintenance**

- Input into prioritisation and reprioritisation
- Coordinate and undertake daily reactive works

- **Administrative**

- Raising Maintenance Works Authority/Job orders
- Maintain work records and other relevant information and documents
- Endorsing invoicing for services, materials and goods
- Maintaining Keying & security codes for buildings
- Apply for building and planning permits as required.

Continuous Improvement

- Implement and maintain Continuous Improvement System standards and procedures.

Occupational Health & Safety

- Implement and maintain health and safety standards and procedures according to legislation and consistent with Safety-map & More-Safe.
- Undertake contractor Inductions and safety audits as required.

Diversity & Equity

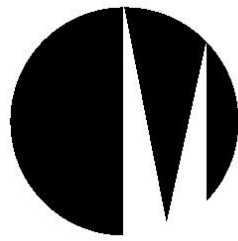
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Records Management

- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other Duties

- Required to undertake other duties as directed.



Moreland City Council

- Investigate works as requested on Building or Site Alteration or Modification Forms.
- Deputise for Unit Manager Building Maintenance as requested.

3. ORGANISATIONAL RELATIONSHIP:

Reports to:

- Unit Manager, Building Maintenance

Supervises:

- Contractors and field staff (as required)
- No employee formally reports to this position within the organizational structure

Internal Liaison:

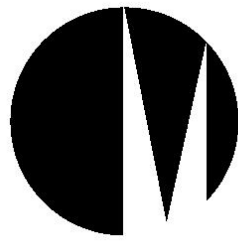
- Unit Manager, Building Maintenance
- Building Maintenance Coordinator
- Other City Infrastructure management and employees
- Works Officer (Team Leader) Building Maintenance and field staff
- Administration staff
- Customer Service staff
- Unit Managers of other service areas

External Liaison:

- Contracted service providers e.g.
 - Air conditioning,
 - Fire services,
 - Security systems,
 - Essential services
 - Lifts etc
 - Other trade services
- Technical advisors / Relevant authorities
- Leaseholders
- Occupiers
- Users of Council facilities

JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 6 employee as outlined in Part B of the



Moreland City Council

Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 6, Clause 6)

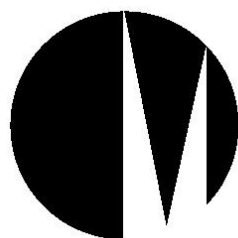
4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- This position is directly responsible for facilitating the delivery of effective Building Maintenance support services that support the Units objectives.
- The freedom to act is limited to existing financial delegations and the parameters established around agreed projects and programs schedules within the Unit.
- This position can sign and is authorised to respond to routine internal/external correspondence relating to issues under its direct control. In addition this Position has the authority to sign off and approve payment/invoices for work activities performed within the scope of approved programs, projects and established financial delegations.
- The Unit Manager Building Maintenance is responsible for providing supervision of this position, and is usually available to provide the necessary guidance and assistance required to resolve more complex issues when they are encountered.
- This position is responsible for providing direction and supervision to contractors engaged by Council to provide Building Maintenance related services. It is also expected that the incumbent will also effectively liaise with other members of staff and supervision within the Building Maintenance Unit in order to effectively manage and deliver Building Maintenance work programs.
- Employee and contractor training, compliance and induction
- Input into contractor panel evaluation, review, assessment and appointment
- Input into Staff selection for Building Maintenance Unit

5. JUDGEMENT AND DECISION MAKING:

This position is responsible for making decisions and exercising judgement in relation to actions required to satisfy the positions objectives. Solutions which are developed are expected to reflect a detailed practical knowledge of standard building and building services maintenance and construction techniques. Existing processes, procedures and practices within the Unit serve as the basis for guiding routine actions and decision making tasks. It is expected that consistent, with the principles of 'Best Value' and continuous improvement, decisions designed to improve effectiveness and efficiencies will be made in the role. Where difficult, complex or previously un-encountered situations are encountered, guidance, advice and support from the Unit Manager Building Maintenance will usually be available.

6. SPECIALIST KNOWLEDGE AND SKILLS:



Moreland City Council

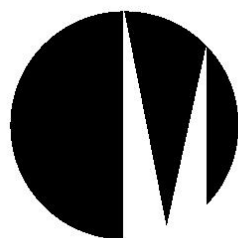
- A practical understanding of all facets of building maintenance and building services
- Contractor management principles and practices Essential services e.g. fire, auto doors air/con and Essential Safety Measures ESM's
- The proven ability to see a line of sight and connection between the requirements of this position and the overall objectives of the Building Maintenance Unit, and Moreland City Council's overall organisational objectives
- Experience in understanding and working within the constraints of an operational service delivery budget
- Knowledge of plant/equipment relative to Building Maintenance and services
- Building Codes and Regulations
- Relative OH&S and Australian Standards
- Input into estimating and reporting capital and operational budgets
- Knowledge of cyclic maintenance strategies

7. MANAGEMENT SKILLS:

- The ability to ensure that the position's objectives are achieved effectively, efficiently and within appropriate or agreed time frames by;
 - Effectively managing time
 - Appropriately prioritising work activities,
 - Planning and organising work activities
 - Planning, organising and co-ordinating the activities of contractors and where appropriate other Building Maintenance employees.
- Ensuring appropriate Moreland Human Resources and contractor management policies and practices are followed

8. INTERPERSONAL SKILLS:

- Communication skills
 - Well developed written skills
 - Well developed verbal skills
 - Active listening skills
- Negotiation Skills – the proven ability to negotiate effective outcomes with both individual and multiple stakeholders
- Problem solving skills – the ability to effectively identify and resolve problems encountered within the scope of the role and the key objectives of the position. It is also expected that where necessary problems that cannot be readily resolved are escalated in an appropriate manner and time frame to the Unit Manager Building Maintenance.
- Teamwork – the proven ability to work effectively within a team based environment and positively contribute towards team-based objectives.



9. QUALIFICATIONS AND EXPERIENCE:

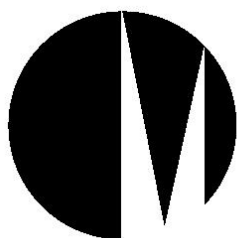
- Computer skills
 - Microsoft Word
 - Microsoft Excel
 - Asset/Work Order management systems (Pinnacle etc.)
- A Certificate IV qualification or higher in a relevant Building field of expertise or Building Trade is mandatory
- Diploma qualification in relevant discipline or frontline management stream and/or relevant qualification and experience in Project Management would be an advantage
- Experience (min 5yrs) in Contract and Project Management or relevant contract Management course/qualification
- The demonstrated ability to read, interpret, understand and apply the relevant provisions of applicable legislation and associated codes of practice
- A thorough understanding of Occupational Health and Safety, Building, and Australian standards applicable to Building Maintenance, contractor management, risk management, and industry best practice.
- A current Victorian Drivers Licence is essential.

10. PHYSICAL REQUIREMENTS OF THE POSITION

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(✓)	()
-below 10kgs	()	(✓)	()	()
Manual handling frequency	()	(✓)	()	()
Repetitive manual work	()	()	()	(✓)
Repetitive bending/twisting	()	()	(✓)	()
Working with arms above head	()	()	()	(✓)
Lifting above shoulder height	()	()	(✓)	()
Using hand tools – vibration/powerful	()	()	()	(✓)
Operating precision machinery	()	()	()	(✓)
Close inspection work	()	()	(✓)	()
Wearing hearing protection	()	()	(✓)	()



Moreland City Council

Wearing eye protection	()	()	(✓)	()
Working in dusty conditions	()	()	(✓)	()
Working in wet/slippery conditions	()	()	(✓)	()
Wearing Gumboots	()	()	()	(✓)
Wearing safety shoes/boots (steel cap)	()	()	(✓)	()
Working with chemicals/solvents/detergents	()	()	(✓)	()
Washing hands with soap (hygiene)	()	()	(✓)	()
Working at heights	()	()	(✓)	()
Working in confined spaces	()	()	()	(✓)
Working in chillers (+4 degrees C)	()	()	()	(✓)
Performing clerical duties	()	()	(✓)	()
Working on a keyboard	()	(✓)	()	()
Driving cars and/or trucks	()	(✓)	()	()
Other (please specify)_____	()	()	()	(✓)

11. KEY SELECTION CRITERIA

- *Knowledge of Building Essential Services and Essential Safety Measures*
- *Formal tertiary qualification in a Building or Facility related field*
- *Demonstrated experience in building maintenance essential services*
- *Demonstrated experience in Contract and Contractor management*
- *A Building Project Management qualification would be considered an advantage.*
- *Current Victorian Driver's Licence.*