



## ROLE DESCRIPTION

### Building and Facility Maintenance Officer

<b>Directorate</b>	Projects & Business Development
<b>Unit</b>	Asset Management
<b>Reporting to</b>	Coordinator Asset Management
<b>Position Number</b>	100301
<b>Band</b>	2/2
<b>Grade</b>	11
<b>Date of Review</b>	June 23

### Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

### Our Values and Behaviours



## Primary purpose of the role

The primary purpose of the role is to provide a high level of service in delivering outcomes to achieve the effective delivery of maintenance works and projects in line with Councils delivery and operational plans.

## Key Accountabilities

- Coordinate relevant stakeholders to ensure appropriate inspection and maintenance of Council's building and facilities assets
- Compile, prepare and lodge required documentation for works and construction projects as required including but not limited to plans, specifications, cost estimates, job numbers, permits, environmental assessments and safety documentation
- Assist in providing information for the preparation and lodgment of grant applications to improve Council's assets in accordance with the strategic objectives of Council
- Using sound engineering, environmental, financial and safety principles, (codes, policies, procedures, standards) deliver a wide range of works and capital works projects in a timely, effective and proficient manner
- Investigate new products, materials and plant, initiating and encouraging innovative designs in creating new plans and projects
- Manage budget allocations for projects ensuring value for money and competitive delivery.
- Contribute to continuous improvement initiatives and services provided by the role and team to ensure effective, efficient and safe delivery of objectives and maximise utilisation of resources
- Contribute to a positive safety culture within the organisation to ensure a safe workplace for our people and the community by monitoring compliance with policies, procedures, legislation, specifications, projects plans, and any other documentation required

## Key Challenges

- Understanding Government guidelines and communicating standards to a variety of stakeholders
- Working within changing priorities and tight deadlines.
- Managing a variety of contracts and ensuring documentation is received up to date and accurate.
- Managing a number of contractors and subcontractors at the same time.
- Prioritising projects to achieve the best outcome for Council and the community.
- Remain autonomous while dealing with community groups.

## Organisational Obligations

- Adhere to Code of Conduct.
- Council Policies and Procedures.
- WHS Obligations and Responsibilities.

## Qualification Requirements

### Essential

- Certificate III in engineering, electrotechnology, plumbing, carpentry or equivalent OR five years' experience in a related environment
- SafeWork Construction Induction Certificate (WHS White Card)
- Current Class C Driver Licence

### Desirable Experience

- Relevant knowledge and skills to undertake the condition assessment of community infrastructure with regard to safety, maintenance requirement and fitness for purpose.
- Experience with design/drafting software (CivilCAD, AutoCAD), graphic/publication software (Corel, Publisher)
- Understanding and experience in evaluating tenders and making recommendations

## Key Relationships

Who	Why
Internal	
Coordinator Asset Management	✓ Receive advice and report progress towards business objectives and discuss future directions
Asset Management Team	✓ Support across the team to ensure priority work and organisational obligations and timeframes are met
Council Staff	✓ Provide advice and support on asset related enquiries ✓ Manage expectations and communicate needs
External	
Contractors	✓ Manage expectations, communicate needs and resolve issues ✓ Ensure compliance with site requirements ✓ Communicate effectively to ensure safe operations and efficient outcomes
Community Groups and Committees	✓ Manage expectations, communicate needs and resolve issues

## Role Dimensions

### Decision Making

The position is accountable for decisions on a day to day operational basis and has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Problems are solved by the examination of obtainable information, procedures, statutory guidelines and relevant legislation and the selection of an appropriate solution from a number of options. Referring to the leader for guidance as needed.

Decisions are based on analysis of information and applying skills and knowledge to improving methods and techniques.

### **Direct Reports**

None

### **Financial Delegation**

None

### **Leaseback Motor Vehicle**

None

### **Technology**

Mobile Phone, Dual Monitors, Headset

### **Emergency Warden Responsibilities**

None

### **Immunisation Requirements**

Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

### **On-Call**





None

### **Allowances**

None

## Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Adept
	<b>Display Resilience and Adaptability</b>	<b>Adept</b>
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	<b>Deliver Results</b>	<b>Adept</b>
 Resources	Finance	Adept
	<b>Assets and Tools</b>	<b>Highly Advanced</b>
	Technology and Information	Adept
	<b>Procurement and Contracts</b>	<b>Adept</b>

## Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioral Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> <li>• Is flexible, showing initiative and responding quickly to change</li> <li>• Accepts changed priorities and decisions and works to make the most of them</li> <li>• Gives frank and honest feedback / advice</li> <li>• Listens when challenged and seeks to understand criticisms before responding</li> <li>• Raises and works through challenging issues and seeks alternatives</li> <li>• Stays calm and acts constructively under pressure and in difficult situations</li> </ul>

Local Government Capability Framework		
Capability	Level	Behavioral Indicators
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Contributes to a culture of respect and understanding in the organisation</li> <li>• Creates an atmosphere of trust and mutual respect within the team</li> <li>• Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>• Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>• Identifies opportunities to work together with other teams/units</li> <li>• Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
<b>Resources</b> Assets and Tools	Highly Advanced	<ul style="list-style-type: none"> <li>• Engages in strategic planning to ensure the organisation's assets support delivery of the strategic plan</li> <li>• Ensures effective governance of the allocation, maintenance and investment in assets and tools</li> <li>• Promotes the role of councils as custodians of community assets</li> <li>• Actively pursues asset risk minimisation strategies, plans and outcomes</li> </ul>
<b>Resources</b> Procurement and Contracts	Adept	<ul style="list-style-type: none"> <li>• Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers</li> <li>• Delivers open, transparent, competitive and effective procurement processes</li> <li>• Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met</li> <li>• Takes appropriate actions to manage and mitigate procurement and contract management risks</li> </ul>

## Acknowledgement

### **Building and Facility Maintenance Officer**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

### **Manager Asset Systems and Planning**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_