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**POSITION DESCRIPTION**

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| --- | --- |
| **POSITION TITLE:** | Facilities Management Officer |
|  |  |
| **POSITION NUMBER:** | TBA |
|  |  |
| **GROUP:** | Planning and Infrastructure Services |
|  |  |
| **BUSINESS UNIT:** | Infrastructure Delivery |
|  |  |
| **SERVICE UNIT:** | Recreation & Facilities |
|  |  |
| **SERVICE PACKAGE:** | Facilities Management |
|  |  |
| **REPORTS TO:** | Coordinator Recreation and Facilities |
|  |  |
| **GRADE:** | 12 |
|  |  |
| **HOURS OF WORK:** | 35 hours per week |
|  |  |
| **LAST DATE OF REVIEW:** | January 2018 |
|  |  |
| **LAST DATE OF EVALUATION:** | January 2018 |

**Function Summary:**

The Facilities Management Officer is responsible for the development and implementation of maintenance programs for buildings across Council including the coordination of staff and contractors undertaking maintenance activities. This includes coordinating and liaising with various stakeholders regarding facility enquiries. In addition, the position is responsible for the delivery of the building capital works program.

**Core Accountabilities:**

* Ensure works by the facilities team and contractors are carried out to service standards and service agreements.
* Develop and coordinate preventative maintenance programs and reactive repair and maintenance to Council buildings and structures.
* Develop contracts for the procurement of goods and services relating to facilities, maintenance & capital works including the development of technical specifications, tendering and the provision of recommendations in consultation with stakeholders.
* Delivery of major capital projects ensuring that these projects are delivered successfully in terms of quality, cost and time.
* Lead, support and coach staff of the section.
* Communicate priorities and timelines for maintenance and capital works to staff and the general public.
* Provide support and assist in the development of technical standards, procedures, guidelines and specifications to enable a consistent approach to facilities management.
* Provide quality customer service to internal staff and other stakeholders to ensure customer needs are met in a timely manner
* Champion a safe and healthy workplace and fair and equitable work practices.
* Ensure records are kept in accordance with Council’s policies and relevant legislation with respect to WHS, contractors, plant, timesheets and the like.
* Ensure timely and regular updates regarding project and work status, resources, risks, staffing matters and the like, are provided to the Coordinator Recreation and Facilities.
* Provide timely, constructive input into decision making and problem solving of works issues.

The incumbent is required to undertake any other duties, projects or tasks as directed by the Coordinator which are within his/her skills, competence and training.

**Our Community Vision**

Singleton. Vibrant, progressive, connected, sustainable & resilient.

**Our Organisation Vision**

ESP - Engaged people; Safe workplace; and a Performance based culture.

**Our Values and Behaviours**

1. **Integrity**: We act with commitment, trust and accountability.
2. **Respect**: We are open, honest, inclusive and supportive.
3. **Excellence**: We strive to achieve the highest standards.
4. **Innovation**: We are creative, progressive and strategic.
5. **Enjoyment**: We promote a harmonious, productive and positive workplace.

**Organisational Relationships:**

|  |  |  |
| --- | --- | --- |
| **Within Program Area** | **Within Council** | **External to Council** |
| * Manager Infrastructure and Delivery * Coordinator Recreation and Facilities * Civic Centre Supervisor * Cleaners | * Other staff * Managers * Directors * General Manager * Elected Members * Infrastructure Planning & Programming team | * Customers * Residents * Government Departments * Community Organisations |

**Direct and Indirect reports**

Number and position titles of positions reporting to this position either directly or indirectly.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Direct Reports**  **Position Title** | **No** | **Indirect Reports**  **Position Title** |
| 1 | Civic Centre Supervisor |  |  |
| 3 | Cleaners - Casual |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# *Essential Criteria*

* Qualifications or comprehensive experience in facility management including construction and maintenance standards.
* Demonstrated experience in contract management and tender development and management.
* Demonstrated experience in the delivery of capital works projects.
* Demonstrated well developed interpersonal, written and verbal communication skills and ability to prepare high quality written reports and documents.
* Proven Work Health & Safety record, with a sound knowledge of core safe work practices associated with civil construction work sites.
* Proven ability to analyse information and produce meaningful, business-focused reports for sound decision making.
* Class C Drivers licence

# *Desirable Criteria*

* WHS Construction Induction (White card).

**Physical Requirement/ Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT** | | | | | | | | | | | | | | | | | | |
| ACTIVITY | | FREQUENCY | | | | | | | | # OF HOURS A DAY | | | | | | | | |
|  | | Repetitive | Frequent | | Occasional | | | Infrequent | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| Sitting | |  |  | | ✓ | | |  | |  |  | ✓ |  |  |  |  |  | |
| Walking | |  |  | | ✓ | | |  | |  | ✓ |  |  |  |  |  |  | |
| Standing | |  |  | | ✓ | | |  | |  | ✓ |  |  |  |  |  |  | |
| Bending | |  |  | |  | | | ✓ | | ✓ |  |  |  |  |  |  |  | |
| Squatting | |  |  | |  | | | ✓ | | ✓ |  |  |  |  |  |  |  | |
| Climbing | |  |  | |  | | | ✓ | | ✓ |  |  |  |  |  |  |  | |
| Kneeling | |  |  | |  | | | ✓ | | ✓ |  |  |  |  |  |  |  | |
| Twisting | |  |  | |  | | | ✓ | | ✓ |  |  |  |  |  |  |  | |
| Lifting | |  |  | |  | | | ✓ | | ✓ |  |  |  |  |  |  |  | |
| Swimming | |  | N/A | |  | | |  | |  |  |  |  |  |  |  |  | |
| Driving | |  | ✓ | |  | | |  | |  |  |  | ✓ |  |  |  |  | |
| Is there any requirement for manually lifting loads up to: | | | | 5kg 10kg 15kg 🗹 20kg  25kg >30kg >40kg | | | | | | | | | | | | | | |
| Hand Manipulation Required? | | | | 🗹 YES NO ***(If YES, complete questions below)*** | | | | | | | | | | | | | | |
| Repetitive Hand Movements? | | | | 🗹 YES NO | | | | | | | | | | | | | | |
| Simple Grasping?  *(e.g. holding a bottle)* | | | | **Right Hand**  🗹 YES NO | | | | | **Left Hand**  🗹 YES NO | | | | | | | | | |
| Power Grasping?  *(tight grip)* | | | | **Right Hand**  🗹 YES NO | | | | | **Left Hand**  🗹 YES NO | | | | | | | | | |
| Pushing Pulling?  *(to or from the body)* | | | | **Right Hand**  🗹 YES NO | | | | | **Left Hand**  🗹 YES NO | | | | | | | | | |
| Fine Manipulation?  *(fine finger movements)* | | | | **Right Hand**  🗹 YES NO | | | | | **Left Hand**  🗹 YES NO | | | | | | | | | |
| Tick if these are requirements of the position: | | | | | | | | | | | | | | | | | |
|  | Operating mobile plant | | | | |  | Working with paints, solvents, oil, grease | | | | | | | | | | |
|  | Light repetitive handling | | | | |  | Cold environment | | | | | | | | | | |
|  | Dog/cat control | | | | |  | Climbing, working at heights | | | | | | | | | | |
|  | Cattle, sheep handling | | | | |  | Confined spaces work | | | | | | | | | | |
|  | Native Animal, reptile handling | | | | |  | Customer contact | | | | | | | | | | |
| ✓ | Garbage collection | | | | |  | Screen based work (intermittent) | | | | | | | | | | |
|  | Office, toilet cleaning | | | | |  | Screen based work (constant) | | | | | | | | | | |
|  | UV exposed | | | | | ✓ | Clerical deadlines | | | | | | | | | | |
|  | Herbicide/Pesticide use | | | | |  | Supervisory – clerical, planning, deadlines | | | | | | | | | | |
|  | Cooking | | | | |  | Building trades work | | | | | | | | | | |
|  | Walking on Slopes / Hills / Gradients | | | | |  | Motor trades work | | | | | | | | | | |
|  | Walking on uneven surfaces | | | | |  | Child care | | | | | | | | | | |
|  | Working with bitumen | | | | |  | Hospitality | | | | | | | | | | |
|  | Working with concrete | | | | |  | Exposure to dust or fumes | | | | | | | | | | |

**Skills Progression and Assessment Record:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Title:** | Green Space Supervisor | | **Occupant:** | | |  | | | |
| **Skills Progression Requirements:**   * Achieved Step | | | **Salary Step** | | **N/A** | **1** | | **2** | **3** | **4** | |
| Qualifications or comprehensive experience in facility management including construction and maintenance standards. | | | 1 | |  |  | |  |  |  | |
| Demonstrated experience in the delivery of capital works projects. | | | 1 | |  |  | |  |  |  | |
| Demonstrated experience in managing customer service inquiries, requests and complaints | | | 1 | |  |  | |  |  |  | |
| Demonstrated ability to supervise, lead, motivate and develop staff. | | | 1 | |  |  | |  |  |  | |
| Demonstrated commitment to WHS | | | 1 | |  |  | |  |  |  | |
| Sound knowledge of computer programs, e.g. Microsoft Office, TRIM, Authority, Reflect. | | | 2 | |  |  | |  |  |  | |
| Demonstrated professional, consistent and flexible approach to allocated tasks with a strong solutions orientated attitude. | | | 2 | |  |  | |  |  |  | |
| Demonstrated experience in contract management and tender development and management. | | | 2 | |  |  | |  |  |  | |
| Successful completion of 30% of positions training requirements. Refer to Position Training Requirements | | | 2 | |  |  | |  |  |  | |
| Demonstrate ability to implement environmental requirements | | | 2 | |  |  | |  |  |  | |
| Develop and review Council policies/procedures/protocols to ensure operations meet customer requirements | | | 3 | |  |  | |  |  |  | |
| Demonstrate ability to discuss and resolve a variety of problems and issues, and handle complaints | | | 3 | |  |  | |  |  |  | |
| Demonstrates initiatives by suggesting changes to work procedures that enhance Council’s performance | | | 3 | |  |  | |  |  |  | |
| Successful completion of 60% of positions training requirements. Refer to Position Training Requirements | | | 3 | |  |  | |  |  |  | |
| Demonstrated ability to act in higher position for less than two weeks | | | 3 | |  |  | |  |  |  | |
| Demonstrated ability to identify and implement potential improvements and/or alternative solutions | | | 4 | |  |  | |  |  |  | |
| Demonstrated ability to mentor other team members | | | 4 | |  |  | |  |  |  | |
| Successful completion of 100% of positions training requirements | | | 4 | |  |  | |  |  |  | |
| Demonstrated ability to act in higher position for more than two weeks | | | 4 | |  |  | |  |  |  | |
| Completion of further studies in Horticulture or related discipline | | | 4 | |  |  | |  |  |  | |

**Sign Off:**

*I agree to work in accordance with the requirements and expectations outlined in this position description.*

Job Holder Name Signature Date

**Annual Skills Assessment:**

The following is to be completed at the time of the annual skills assessment.

**COMMENTS ON EMPLOYEE’S ATTITUDE AND APPLICATION TO WORK:**

**EMPLOYEE’S COMMENTS:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANAGER/SUPERVISOR’S COMMENTS:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIRECTOR/EXECUTIVE MANAGER’S COMMENTS:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Position:** | Facilities Management Officer | **Occupant:** |  |

|  |  |
| --- | --- |
| **Skills Review Year** (e.g. 2010): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary of Skills Assessment** | **1** | **2** | **3** | **4** |
| Total number of skills at each salary step = |  |  |  |  |
| Number of skills not applicable at each salary step = |  |  |  |  |
| Number of skills achieved at each salary step = |  |  |  |  |
| Number of skills not achieved at each salary step = |  |  |  |  |
| * **Proposed Salary Step Placement** |  |  |  |  |