

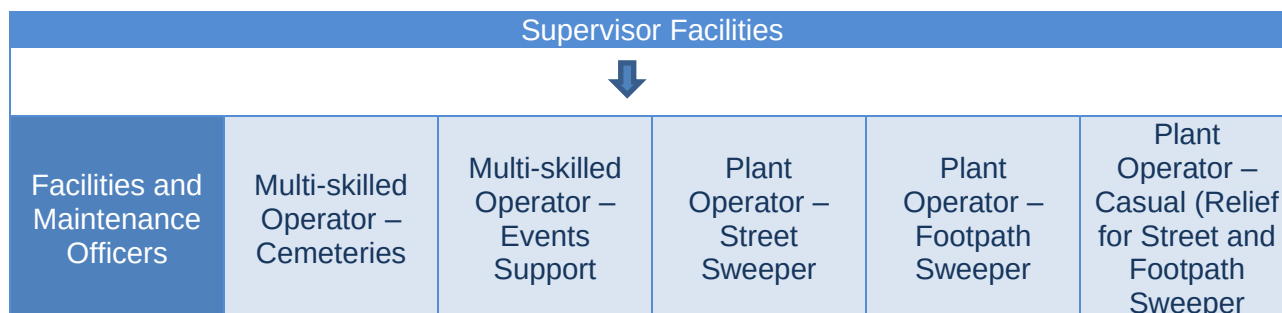
Position Description

Position Title	Facilities Maintenance Officer
Position Code	ENV025
Department	Engineering
Division	Town Presentation and Facilities
Reports To	Supervisor Facilities
Direct Reports:	Nil
Position Classification	Administrative/Technical/Trades Band 2, Level 1 or 2
Position Status	Fixed Term, Full-Time (1 year)
Allowances	Nil

SPECIAL CONDITIONS

Some out of hours work, including weekends, may be required in this position.

REPORTING STRUCTURE OF POSITION



PRIMARY PURPOSE OF THE POSITION

Under the guidance of the Facilities Supervisor, this position will be responsible for working alongside the Facilities Officer to deliver all facilities maintenance and repairs. This position requires partnering with contractors and trades to manage all the repair and maintenance on all Council assets.

This position is a hands-on role where repair work will be completed in house on Council facilities, whilst also managing the outsourcing of tradespeople, seeking quotes and gaining prices, negotiating work schedules and project management.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Undertake as part of a team planned maintenance activities on all Council buildings, assets and facilities (internal and external) including coordination and management of procurement quoting, contractors on site, timelines and projects to high quality, on time and on budget.</i>	80%

Ongoing professional Development, reading, training, workshops and contributing to development and planning of asset maintenance schedules and policies and project reporting for the Property and Investment Team

20%

POSITION RESPONSIBILITIES

General Responsibilities

- Control and coordinate all activities on the work site, or facility location, to ensure work safety and effective programming of activities and according to project plan and structural or engineering designs, where relevant. Ensure that all technical specifications, quotes and work plans are adhered to;
- As part of a team, guide contractors in undertaking the full range of work activities to ensure appropriate work practices are adopted across facilities maintenance and other related activities;
- Complete all necessary documentation which relates to the works, including project plans, financials, SWMS, WHS and other reporting documentation. Ensure these documents are maintained, provided electronically in the system and also to the Supervisor/Contractor or other relevant stakeholder;
- Communicate requirements to team members, contractors and other parties, particularly related to quality of work, WHS, scope creep or other project management issues;
- Provide regular feedback on progress to the Supervisor on all matters including HR, performance, WHS, productivity and quality;
- Assist in planning the flow of work on site to effectively coordinate works, as well as monitor progress, to ensure project timelines and schedules are met;
- Apply specialist knowledge to ensure quality outcomes;
- Expertly operate and carry out maintenance and servicing for purpose-built plant items, equipment and infrastructure. Coordinate construction and maintenance activities related to buildings and assets, as appropriate, to ensure that they are undertaken consistent with established work quality outcomes ensuring compliance with legislative requirements and Council policies;
- Cooperate with overseer/manager to ensure activities related to safety, quality and environmental protection requirements are carried out on a day to day basis.

Facilities and Building Maintenance

- Practical labour and hands on approach to building maintenance and repairs within skillset and training. This includes minor through to major works, as required by the organisation, and directed by the Facilities Supervisor. This may include, but not limited to; carpentry, furniture management, logistics and project management;

- Project manage the use of all forms of tradespeople and contractors to provide services and works to Council on Council buildings and facilities, including but not limited to; Town Hall, Engineering, Depot, stores, Jemalong Regional Education Centre, Youth and Community Centre, parks, gardens and playgrounds, amenities blocks, the Town Pool, Aerodrome, Livestock Exchange and all other facilities;
- Inspect and assess all facilities' maintenance requests in a timely fashion, schedule maintenance activity, report back and conduct all quality assurance initiatives;
- Support in the development of long- and short-range maintenance plans, programs and budgets for the purpose of ensuring that facilities are effectively utilised;
- Develop and implement energy management / utility consumption improvement programs; asbestos monitoring, reporting and management requirements and other legislative requirements in the facilities and buildings area;
- Assist in the management and maintenance of Council's building assets to ensure these assets are properly maintained for the smooth flow of business activities, via Council's Customer Request Management (CRM) system with daily updates and closing off of jobs. This includes procurement quotes, follow up, requisitioning and financial management at an entry level;

Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant supervisor, manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;

- Comply with all Council's policies, procedures and Code of Conduct;
- Complete other duties as directed by the nominated supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Supervisor Facilities	Direct Supervisor – Support, Guidance and Direction
Manager Town Presentation and Facilities	Support, Guidance and Direction
Town Presentation and Facilities Team	Colleagues – Support as required
Council Staff	Colleagues – Support as required
External	
Business and Community Members	Enquiries and complaints
Authorities	Assisting with investigations
Contractors and Tradespeople	Regular and consistent contact to carry out works on behalf of Council

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Adept
	Think and solve problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate



PERSON SPECIFICATION

Essential

- Minimum 3-5 years' experience in technical environment (e.g., building, electrician, plumbing, roofing, small engines)
- Exposure to a preventative and planned maintenance schedule
- A sound understanding of essential service compliance and safety protocols
- in civil construction or building construction industry;
- Must be capable of using technology – MS Office (Word and Excel) and able to competently complete forms, risk assessments, incident reports – mobile phone; tablet and online systems essential;
- Class C (Standard) Drivers Licence.

Desirable

- Possess SafeWork General Construction Induction Card (White Card);
- Formal project management training (or ability to undertake) OR at least two years project management experience
- Cert III Building and Construction &/or Cert III in Civil Construction or carpentry related trade;
- Knowledge and experience utilising a variety of plant and machinery
- Experience with, or capability to utilise a digital online asset maintenance system
- Familiarity and/or training in Asbestos Management and other building related risks;
- One or more of the following;
 - Basic Scaffolding (SB);
 - Basic Rigging (RB);
 - Forklift Trucks (LF);
 - Front End Loader (LL);
 - Backhoe (LB);
 - Front End Loader of the Skid Steer Type (LS);
 - Excavator (LE);
 - Elevated work platform (EWP);
 - Vehicle Loading Crane (CV) WorkCover Certificate of Competency;
 - Chemcert/Chemuse Certificate;
 - Safework NSW – WHS Traffic Control Work – Applicable certification

Person specifications

- Work with minimum supervision using judgement and initiative;
- Able to complete WHS Site Specific Risk Assessments and undertake work activities in the manner specified in the relevant Safe Work Method Statement both on paper and electronically;
- Able to work with minimum supervision using judgement and initiative;
- Ability to provide high level customer service to the community;
- Developed communication skills with the ability to effectively communicate within your team and with management.

Authority and Accountability

- Worker level responsibilities in regards to WHS Legislation
- Financial delegation as per Councils delegation register

EQUIPMENT REQUIRED FOR THE POSITION

- Shared vehicle allocated to the position, fitted with Odometer (No private access)
- Mobile Phone
- Mobile Tablet + Cradle (fitted to vehicle)

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No