

## POSITION DESCRIPTION

### COORDINATOR BUILDING MAINTENANCE and PROJECTS

<b>Award Classification</b>	Victorian Local Authorities Award 2001 – Band 7
<b>Directorate</b>	Sustainable Infrastructure
<b>Reports to</b>	Manager - Projects
<b>Supervises</b>	Carpenter/Handyman Building Maintenance Officer
<b>Approved By</b>	Director Sustainable Infrastructure, November 2024

### OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

### POSITION OBJECTIVES

- To effectively lead the operations of the Building Maintenance Support Team, thereby ensuring business plan, maintenance programs, contracts, service standards, budget and people management outcomes are achieved to high quality standards and in a timely, cost effective and compliant manner

### KEY RESPONSIBILITIES AND DUTIES

- Manage Building Maintenance programs in accordance with Council’s Corporate Plan, adopted standards, annual budget and legislative requirements.
- Participate in after-hours-call-out for Council Building Assets in accordance with Councils after hours procedures.
- Lead and facilitate the operations of the Building Maintenance programs ensuring budget, business plan, service standards, specifications and Integrated Management System outcomes are achieved using continual improvement principles.
- Support Building Maintenance staff, ensuring role clarification, work allocation, workflows, quality controls and quality outcomes.
- Establish training needs of the building maintenance team and implement appropriate training programs.
- Ensure staff appraisals are undertaken in accordance with councils’ performance management system.
- Implement minor capital works projects for building assets.
- Provide professional advice to Managers, Directors, Senior Management and Council.
- Monitor operations and adjust where necessary to deliver Service Standards.
- Commit expenditure and approve payment within the building maintenance budget as per delegations of authority.
- Develop quotations and contract specifications, let, and manage contracts for the provision of services within the limits of the annual budget.
- Maintain ageing building stock with limited funding.
- Ensure safety, quality and environmental factors are considered and reports are compliant and meet corporate requirements.
- Commit and monitor expenditure within allocated budget and delegations of authority.

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- Manage the day to day operation of statutory and compliance requirements.
  - Develop and review maintenance programs.
  - Supervise and participate in annual building condition audits of Council buildings and Structures and assist with preparation and management of building maintenance programs.
  - Ensure quotations and contract specifications in accordance with corporate standards.
  - Ensure compliance and delegations of authority are strictly met, including tendering and valuation of tenders.
  - Prepare annual capital works project applications and manage minor building capital improvement projects.
  - Achieve delivery standards for all buildings.
  - Assist in management of facility services contracts.
  - Assist in developing and enhancing contracts through the tender process.
  - Respond to customers, both verbally and in writing in a professional, courteous and timely manner.
  - Provide accurate professional advice to external and internal customers.
  - Promote a positive image by demonstrating professionalism, courage, ethical work standards and a high level of integrity.
  - Provide clear direction and open communication to facilitate values of openness and trust within the team.
  - Motivate staff by ensuring they have the necessary support and resources for the job.
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## OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of own duties to prevent injury to him/herself and others.
  - The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.
  - Ensure OH&S and risk management programs are in line with corporate standards.
  - Manage OH&S on building sites.
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## RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
  - Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
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## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Effectively leading the operations of the Building Maintenance Team.
  - Determining the most feasible and cost effective strategy to achieve an acceptable outcome.
  - Work allocation, workflows, quality controls and quality outcomes.
  - Resourcing and sound business management and decision making.
  - Achieving quality business outcomes and performance measures.
  - Reducing customer requests for reactive maintenance issues.
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### JUDGEMENT AND DECISION MAKING

- Allocation of resources to meet work demands, including planning and priorities.
- Determine appropriate materials and repair techniques, considering staff expertise, plant availability, cost effectiveness and technical considerations.
- Staffing matters, including leave.
- Making decisions when on the job for after-hours-call-out.
- Developing and managing plans and budgets.
- Managing contracts and contractors.

### SPECIALIST KNOWLEDGE AND SKILLS

- Extensive experience in facilitating and coordinating maintenance programs and outcomes for a large organisation.
- A good knowledge of relevant Legislation, Codes of Practice, Safety and Industry Best Practices.
- Highly effective interpersonal skills, incorporating verbal and written communication, presentation, negotiation and facilitation.
- Supervision expertise to lead and develop a small team.
- Business acumen to identify and anticipate areas of concern, monitor and manage financial responsibilities, significantly increase Council facilities in usable life, quality and appearance, and ensure contracts effectively deliver standards and best value.
- Leadership capacity to influence others to achieve agreed outcomes.
- Intermediate to advanced PC literacy, incorporating MS Office applications.
- The capacity to effectively manage time, establish priorities and achieve business outcomes, despite conflicting pressures.
- A good understanding of various support trades used within the building maintenance field.

### MANAGEMENT SKILLS

- Proven coordination and facilitation skills.
- Supervisory skills to lead and coordinate.
- The capacity to manage a broad range of projects and tasks simultaneously and achieve outcomes.
- Expertise in planning work, monitoring performance and contracts and ensuring quality controls.
- A high attention to detail and accuracy.
- The capacity to balance operational, service and strategic functionality.
- High quality time management and facilitation skills to meet tight deadlines.
- Project and contract management expertise to achieve corporate business.

### INTERPERSONAL SKILLS

- Highly effective interpersonal skills, incorporating verbal and written communication, problem resolution, presentation and facilitation.
- The capacity to lead staff and contractors to outcomes.
- Essential customer service focus both internally and externally.
- People management and influencing skills.
- A positive 'can-do' approach which incorporates ethical standards and integrity.
- Negotiation skills to effectively deal with stakeholders.

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### QUALIFICATIONS AND EXPERIENCE

- A tertiary/trade qualification in Building Management / Construction or equivalent.
- Extensive experience in maintenance program coordination and facilitation.
- A current valid driver licence.

### KEY SELECTION CRITERIA

- Minimum five (5) years in facilitating and coordinating maintenance programs and outcomes for a large organisation.
- Expertise in planning work, monitoring performance and contracts, ensuring quality controls.
- The capacity to effectively manage time, establish priorities and achieve business outcomes, despite conflicting pressures.
- Highly effective interpersonal skills, incorporating verbal and written communication, problem resolution, presentation and facilitation.
- Supervision expertise to lead and develop a small team.
- A sound knowledge of relevant Legislation, Regulations, Codes of Practice, Safety and Council requirements.
- Intermediate to advanced PC literacy.

### TERMS AND CONDITIONS OF EMPLOYMENT

The Coordinator Building Maintenance and Projects position is classified as a Band 7 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 7 plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2023.

### SIGNATURES

#### EMPLOYEE

Name:

Signed:

Date: