

	POSITION DESCRIPTION		PD040
	Technical Officer – Building and Facilities		
Classification	Technical/Inspectorial	Status	Permanent Full-Time
Directorate	Infrastructure & Development Services	Incumbent	Vacant
Department	Recreational Planning & Environment	Reporting to	Manager Recreational Planning & Environment

PURPOSE OF THE POSITION

To plan for and coordinate the provision of sustainable, safe and fit-for-purpose buildings and facilities through the documentation of renewal and upgrade programs, as well as the undertaking of asset inspections in line with legislated requirements.

To coordinate planned building maintenance, renewal and upgrade works with relevant contractors and Council employees in line with established service standards and project outcomes.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
Maintenance of Buildings and Facilities	<ul style="list-style-type: none"> ▪ Inspections of Council’s buildings and facilities (which satisfy the requirements of the <i>Building Act 2016</i> – schedule of essential safety and health features and measures) are occurring in accordance with a defined schedule. ▪ Asset management programs and systems are developed and maintained for Council’s buildings and facilities. ▪ Regular liaison is occurring with Council’s Recreation Officer to assess and review user needs and service requests against defined levels of service and asset provision. ▪ Accurate estimates and quotes are provided for the annual budget process for repairs and improvements to Council’s buildings and facilities. ▪ Maintenance of Asbestos Register. ▪ Planning for sustainable upgrades to Council’s buildings which align with Council’s Integrated Council Environmental Plan, such as the roll-out of energy efficient lighting and heating. ▪ Under routine (general) supervision, oversee the effective operation, management and maintenance of the Wynyard Wharf, private pontoon and boat ramps. ▪ In the absence of the Buildings Maintenance Officer, co-ordinate and undertake the maintenance of buildings and facilities in line with council’s service levels.
Project Planning and Delivery	<ul style="list-style-type: none"> ▪ Undertake effective project planning for the implementation of capital projects relating to buildings and facilities ▪ As necessary, co-ordinate the execution phase of capital projects including: <ul style="list-style-type: none"> ○ Preparation of quotations and tender documentation, in accordance with Council’s Procurement Policy.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
	<ul style="list-style-type: none"> ○ Translation of planning outcomes into detailed design requirements and contract deliverables. ○ Obtaining all necessary approvals and permits throughout the project. ○ Collaborative engagement with stakeholders. ○ Site management, including contractor management, to achieve project goals.
Cleaning of Council Facilities	<ul style="list-style-type: none"> ▪ Under routine (general) supervision, cleaning contractors are co-ordinated and effectively managed by: <ul style="list-style-type: none"> ○ Performance against contract terms and conditions are actively monitored and any non-conformances are appropriately addressed. ○ Escalating any potentially serious contract matters to the Manager Recreational Planning & Environment for assistance. ▪ Cleaning standards for Council facilities are regularly reviewed in collaboration with the appropriate Council Officer to ensure they meet the desired level of service.
Key System/ Security	<ul style="list-style-type: none"> ▪ Provide back-up support to the Asset Services Co-ordinator for the management of the Council's key system. This includes the following supported outcomes: <ul style="list-style-type: none"> ○ Keys are only issued when necessary and, as a general principle, sparingly; and ○ Accurate and up-to-date records of keys issued/returned, and bond amounts paid are maintained. ○ Acting as the first point of call for the Security Service contractors and providing assistance as necessary in respect to the maintenance of buildings and facilities.
Contract Management	<ul style="list-style-type: none"> ▪ Appointed contracts are effectively managed. This includes the following outcomes: <ul style="list-style-type: none"> ○ Performance against contract terms and conditions are actively monitored and any non-conformances are appropriately addressed; ○ Escalating any potentially serious contract matters to Manager Recreational Planning & Environment for assistance; ○ Regular liaison with Manager Recreational Planning & Environment for assistance in dealing with non-conformances and reporting any procedural or template gaps; and ○ Communication with contractor is accurately recorded and maintained.
Public (Street) Lighting	<ul style="list-style-type: none"> ▪ Co-ordinate maintenance and replacements of street lighting in accordance with requests from the Department of Justice ▪ Active liaison with TasNetworks is occurring in respect to the pricing and provision of public lighting in the Municipal Area.
Corporate Projects	<ul style="list-style-type: none"> ▪ Actively participating in corporate projects which necessitate professional advice and decision making in respect of Council's built assets.
Standard Clauses in all employee PDs	
Meetings and Interactions	<ul style="list-style-type: none"> ▪ Attending and actively participating in internal and external meetings and workshops, as required.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
Customer Service	<ul style="list-style-type: none"> ▪ A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team. ▪ Customer queries, complaints and correspondence responded to in accordance with defined service levels and Council expectations.
Resource Sharing	<ul style="list-style-type: none"> ▪ Other duties and back up servicing provided to the Circular Head Council as required from time to time, pursuant to the Resource Sharing agreement between the two Councils.
Confidentiality	<ul style="list-style-type: none"> ▪ Integrity and confidentiality of all council related activity and documentation is being maintained.
Records Management	<ul style="list-style-type: none"> ▪ Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy.
Procurement	<ul style="list-style-type: none"> ▪ Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits.
Risk Management	<ul style="list-style-type: none"> ▪ Maintain an active awareness of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council. ▪ Assist Council to mitigate risk by promoting risk awareness throughout the organisation. ▪ Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances.
Performance Measures	<ul style="list-style-type: none"> ▪ Departmental Key Performance Indicators (KPI's) developed. ▪ Reports against KPIs are occurring. ▪ Updates and achievements of outcomes completed in Interplan. ▪ Performance monitored against internal and external Council survey results.
Additional Duties	<ul style="list-style-type: none"> ▪ Other duties as directed within the scope of the position.

SPECIAL CONDITIONS

- A pre-employment medical including drug and alcohol testing is required.
- A satisfactory National Police Check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role.

WORK HEALTH AND SAFETY ACCOUNTABILITIES

All staff are required to observe the following WHS accountabilities:

1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and
2. Ensure full compliance with responsibilities under the *WHS Act 2012*, the *WHS Regulations 2012* and other relevant legislation, in particular:
 - Take reasonable care for your own safety and that of others at their work.
 - Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment.

- Report safety hazards to minimise and control risk.
- Report immediately any incident or injury which arises in the course of your work.
- Ensure completion of induction, instruction and training prior to undertaking tasks.
- Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.
- Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.

CORPORATE ACCOUNTABILITIES

All staff are required to observe the following corporate accountabilities:

1. Compliance with all legislative requirements.
2. Understand and promote Council's Strategic Objectives and Core Values.
3. Adhere to Council's plans, policies, guidelines and procedures which include the Customer Service charter, WHS Standards, Information Management, Risk Management plan and matters outlined in the Employee Handbook and Enterprise Agreement.

COUNCIL VALUES

Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.

RESPECT - People are heard, valued and respected. We are fair and equitable in all our practices.

PRIDE - We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity

CONNECTION - People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.

SUSTAINABILITY - The impact we have on people and our environment is important to us. We make integrated and sustainable choices.

LEARNING - We are a learning organisation. We embrace opportunities for continuous improvement and innovation.

ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Recreational Planning & Environment

Direct Reports Nil

Internal Liaisons: The employee is required to operate as an effective part of the Infrastructure & Development Services Directorate and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation. In particular, the employee is expected to maintain effective relationships with the Works and Services Depot, Childcare, Wonders of Wynyard and the Community Activation team to provide support in liaising with community groups.

External Liaisons: The employee interacts with contractors and various representatives of the community and other Councils on behalf of the organisation. The employee will be responsible to directly supervise cleaning contractor/s and construction contractors associated with capital works projects. High standards of professionalism and customer service are expected, and the incumbent must display a positive and constructive approach towards Council and its activities.

EXTENT OF AUTHORITY

The employee exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, the employee will refer the matter to the Manager Recreational Planning & Environment.

PERSONAL ATTRIBUTES

- Good standard of physical fitness for work in an outdoor environment, in confined spaces and at heights.
- Display an attitude of discretion and integrity.
- Mature pleasant disposition.
- Ability for co-operate with other staff.
- Motivated with the ability for work in a team environment.
- Demonstrated commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.
- Inclusive and effective communication skills and techniques with an ability to respectfully engage with, and to communicate concepts, to others.
- Ability to build and maintain cooperative relationships.
- High standard of ethics and integrity which inspires trust and confidence.
- Enthusiasm and commitment to sustained effort through diligence and pursuit of high standards.
- Commitment to ongoing personal and professional development which drives best practice.
- Proactively utilises initiative, innovation and a commitment to continuous improvement.
- Strong collaborative skills which enable effective engagement within a high functioning cohesive team.
- Ability to employ sound judgment and decision making amongst competing demands.
- Ability to show initiative in planning and developing new ideas and approaches, and to implement and communicate change effectively.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Qualifications

- Current unrestricted Tasmanian driver licence.

Knowledge & Experience

- Demonstrated experience in management and inspections of buildings, facilities, leases and licences.
- Highly developed written and verbal communication and interpersonal skills.
- Ability to work in a customer service area and deal effectively with distressed, agitated or placate clients and resolve problems.
- Ability to work in a team environment and exercise tact, discretion, integrity and sound judgement.
- Demonstrated courteous disposition and helpful and friendly demeanour.
- Demonstrated experience in operating in a team environment, in particular sharing workloads and supporting colleagues in a positive manner.
- Time management skills and the ability to develop, maintain and monitor own work program to meet deadlines.
- High level of computer literacy, keyboarding and proofing skills. Knowledge of Windows based computer applications is essential.
- The ability to work under pressure with accuracy.
- Experienced in research and drafting skills.
- Demonstrated understanding of modern financial management principles.
- Demonstrated understanding of Municipal Infrastructure related service delivery systems and principals.
- Well presented, mature, experienced person, who has worked in, or is capable of working in a diverse and busy environment.

SELECTION CRITERIA

Essential

1. Demonstrated experience in management and inspections of buildings, facilities, leases and licences.
2. Commitment to personal integrity, continuous improvement and understanding customer expectations in order to supply best value for money services.
3. Ability to operate independently working within established and agreed parameters.
4. A commitment to the provision of a high standard of service to all customers (internal and external).
5. High level of interpersonal, verbal and written communication including the ability to prepare correspondence, draft reports and maintain standards of documentation.
6. Ability to undertake research, utilise analytical skills, coordinate tasks, set priorities and work to timelines in a pressured and changing environment.
7. A current driver licence is an essential requirement of this position.

Desirable

8. Broad knowledge of local government.

ACCEPTANCE OF POSITION

I agree to the current requirements of this Position Description.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Approval: _____ Date: _____