

## Facilities Officer

### Position Description

<b>Directorate</b>	Projects and Asset Services	<b>Department</b>	Asset Maintenance
<b>Reports To</b>	Supervisor - Building Operations	<b>Direct Reports</b>	Yes
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 3

#### Position Purpose

This position will deliver strategic and operational maintenance services to council-wide buildings and facilities, ensuring asset service levels meet client, community and asset management expectations.

#### Key Responsibilities and Outcomes

As a Facilities Officer and member of the Asset Maintenance Department you will:

- Provide delivery and supervision of end-to-end daily operational maintenance services across Council's broad range of buildings and facilities.
- Support the delivery of Council's defects management strategy, developing and delivering corrective maintenance works as required.
- Develop, tender and project manage assigned minor capital and operational projects in a supportive team environment.
- Undertake and oversee the procurement of contracted services, including ongoing safety and performance management of contracted service providers.
- Delegate and supervise the work of direct report and external contractors, to ensure safe, effective and efficient customer focused outcomes are consistently achieved.
- Participate in an on-call roster, having responsibility for after-hours call out on council buildings and facilities.

#### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a leader you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

**SERVICE**

**TEAMWORK**

**INTEGRITY**

**RESPECT**

**SUSTAINABILITY**

<b>Decision Making</b>	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

<b>Knowledge &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Suitable trade-based construction, operations or project management experience obtained within the building, mechanical or electrical building services sectors.</li> <li>• Developed ability to prepare and present clear, concise and accurate reports.</li> <li>• Experience in the delivery of operational maintenance services and staff supervision, including external contractors, in a fast-paced customer focused environment.</li> <li>• Well-developed stakeholder liaison skills, with the ability to effectively communicate, negotiate and deliver required outcomes at all levels of the organisation.</li> <li>• Well-developed and working understanding of Building Codes Australia legislation and standards.</li> <li>• Proficiency with Microsoft Office suite and maintenance management systems including project management software such as Microsoft Project.</li> <li>• Ability to integrate and lead within a team, contributing to the delivery of quality customer service outcomes.</li> </ul>

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Trade qualified in a relevant or complimentary building trade skill, ideally with a minimum of 5 years post apprenticeship experience.</li> <li>• Tertiary qualification in building services, construction, project management or other building trade related field, preferably at minimum Cert IV level - or relevant and demonstrable experience.</li> <li>• Current C class driver's licence.</li> <li>• Construction Induction Card competency that has been used or obtained within the past 2 years.</li> </ul>

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*