

## Senior Facilities Officer

### Position Description

<b>Directorate</b>	Project and Asset Services	<b>Department</b>	Building and Facilities Operations
<b>Reports To</b>	Coordinator - Project and Maintenance Services	<b>Direct Reports</b>	No
<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 4

#### Position Purpose

This position will support the Coordinator - Project & Maintenance Services in the delivery of strategic and operational maintenance services. This position will work collaboratively with the Technical, Compliance and Defects Management teams, contributing towards the development and delivery of best-in-class facilities maintenance across Council's buildings portfolio.

#### Key Responsibilities and Outcomes

As a Senior Facilities Officer and member of the Building and Facilities Operations Department you will:

- Provide operational support to the Coordinator - Project & Maintenance Services.
- Undertake defects assessments and management of minor works programs with qualitative and quantitative delivery objectives.
- Produce and procure prescriptive reports, detailing compliance and technical advice in relation to escalated maintenance matters affecting Council's buildings and facilities.
- Lead and undertake the development of specifications and tenders, including the subsequent procurement and project management of assigned projects and packaged remedial works.
- Maintain efficient and effective communication with internal stakeholders and tenants of assigned buildings and facilities ensuring that facilities services meet and exceed client service level expectations.
- Provide operational support to the daily work and tasks assigned across Facilities Maintenance teams as required.
- 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 of people, 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

## Decision Making

*Budget*

N/A

*Delegations*

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register.

## Knowledge & Experience

- Trade qualified in a relevant or complimentary building trade skill, ideally with a minimum of 7 years post apprenticeship experience.
- Well-developed teamwork and leadership skills required for success in a fast-paced customer focused environment.
- Demonstrated experience in preparing a suite of relevant written material and documents to facilitate effective delivery of projects and externally contracted building maintenance.
- A well-developed working knowledge of relevant Australian Standards, Codes of Practice and Building Code of Australia would be highly beneficial.
- Well-developed relationship building and stakeholder management skills, with the ability to contribute significantly towards a positive and inclusive a team environment.
- Aptitude to develop proficiency with Microsoft Office Suite and maintenance management systems, including project management software such as Microsoft Project.

## Qualifications

- Suitable trade qualification in a relevant or complimentary building trade skill, ideally with a minimum of 7 years post apprenticeship experience.
- Qualification in Project Management / Business Management or Leadership at diploma level - or relevant and demonstrable experience.
- Current C class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.

*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.*