



Technical Officer Facilities

POSITION DESCRIPTION

Position Number:	2978
Portfolio:	Communities
Business Unit:	Parks and Facilities
Team:	Facilities
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 5
Reports To:	Manager Parks and Facilities
Revised:	June 2024

General Position Statement:

This position supports Council's direction by providing operational and technical advice and support to the Facilities team, in accordance with the strategic and operational goals of Council.

Specific Responsibilities:

This position has the following responsibilities:

1. Provide guidance in Council's Facilities service delivery, contributing to the development and implementation of planned and condition-based maintenance programs in accordance with Council's strategic and operational goals.
2. Provide guidance to the Facilities team to achieve building maintenance outcomes by providing technical advice, monitoring progress, and identifying workforce planning.
3. Liaise with relevant government departments, consultants, contractors, and the public on operational works issues and works related to facilities operations.
4. Provide support to Supervisors to plan maintenance works across the Shire's built assets, ensuring compliance in relation to Australian Standards and building compliance.
5. Assist the Manager in compiling strategic and operational maintenance plans, budgets and schedules for buildings and site improvement related maintenance activities.
6. Formulate, develop and manage methods to automate and standardise planned and statutory maintenance activities through the use of Council's Asset Management System.
7. Assist with the verification of asset information and liaise with GIS and field staff to advance the integrity of Council's GIS and asset database.
8. Assist with the supervision, mentoring, training and guidance of lower classified officers, as required.
9. Provide support and guidance to Supervisors to achieve the tasks and goals of the team.



10. Ensure that Council's policies, processes and procedures are followed, and that work meets technical and quality specifications.
11. Assist Supervisors and Manager with development and prioritisation of the Facilities capital work program.
12. Contribute to a customer service focussed culture that is committed to Council's values and strategic objectives.
13. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
14. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
15. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Demonstrated experience in Facilities maintenance and project management activities including an understanding of building maintenance practices and compliance requirements.
2. Demonstrated capacity to develop works programs including budgets, program implementation and monitoring activities to ensure successful delivery of building maintenance activities.
3. Working knowledge of relevant local government operations and demonstrated ability to interpret legislative requirements and understand the implications of this legislation.
4. Proven ability to supervise and motivate others to achieve the required outcomes.
5. Proficiency in comprehensive report writing and demonstrated ability to produce logical, plain English, and professionally written communication.
6. Demonstrated capacity to plan workload, achieve set goals and meet deadlines.
7. Strong customer service skills with the ability to network and build effective working relationships to understand business needs and workplace activities.
8. Ability to effectively operate Council's computer systems including Finance One, Conquest, ARC Portal, Survey 123 and the MS Office Suite.
9. Solid time management, planning and organisational skills.
10. Well developed communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.

Mandatory Qualifications, Licences and Experience

1. Trade qualifications relevant to the position and sound experience in project management.
2. Extensive experience with facilities management.
3. Demonstrated contract management experience including proven ability to manage third party providers (e.g., contractors and consultants).



4. Construction Industry Induction (White Card).
5. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences and Experience

Diploma Project Management

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor and office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations:

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.


Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.





Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	General Manager Communities
Signature:	
Date:	27 June 2024
Present Incumbent:	
Signature:	
Date:	





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.





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SELECTION CRITERIA

Position Number:	2978
Portfolio:	Communities
Business Unit:	Parks and Facilities
Team:	Facilities
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 5
Reports To:	Manager Parks and Facilities
Revised:	July 2024

Please address each of the selection criteria below in your application:

1. Mandatory qualifications and experience:
 - Trade qualifications relevant to the position and sound experience in project management.
 - Extensive experience with facilities management.
 - Demonstrated contract management experience including proven ability to manage third party providers (e.g., contractors and consultants).
 - Construction Industry Induction (White Card).
 - Possess and maintain a current motor vehicle driver licence.
2. Demonstrated capacity to develop works programs including budgets, program implementation and monitoring activities to ensure successful delivery of building maintenance activities.
3. Working knowledge of relevant local government operations and demonstrated ability to interpret legislative requirements and understand the implications of this legislation.
4. Proficiency in report writing and demonstrated ability to produce logical, plain English, and professionally written communication.
5. Strong customer service skills with the ability to network and build effective working relationships to understand business needs and workplace activities.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.