

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Property Maintenance Officer - Assets

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Infrastructure Services	Level: 5 to 6
Reports to:	Coordinator Property Maintenance – Assets Manager Assets	
Supervision of:	Nil	
Significant Working Relationships:	Infrastructure Services Team Building Services Team	

2. Position summary

To effectively maintain the Shire's building assets and ensure compliance with relevant legislative requirements. Implement and supervise property maintenance, following procedures to ensure the safe, efficient and cost effective delivery of works. Undertake annual/periodic inspections of public buildings to ensure compliance with current standards. Maintain effective relationships between the Shire, contractors and user groups in management of building assets.

3. Community strategic objectives



4. Our values

Teamwork - We are a united team who works together towards a common goal.

Integrity - We are empowered and accountable when making decisions.

Leadership - We are adaptable and responsive in our leadership.

Excellence - We are committed to an exceptional customer experience.

Respect - We are respectful of our history and work together to build our future.

5. Key duties and responsibilities

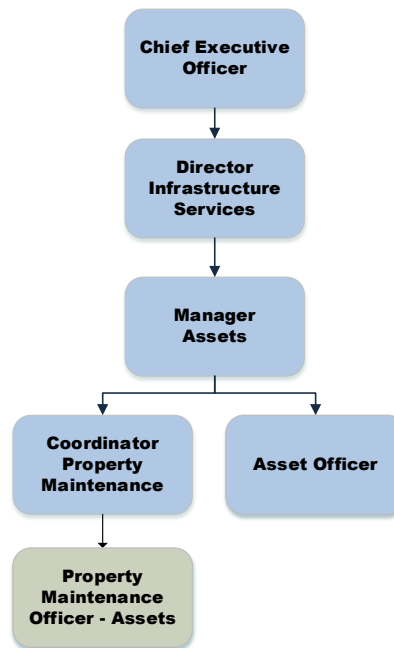
Key functions	Specific duties
Property Maintenance - Assets	<ul style="list-style-type: none">• Assist the Coordinator Property Maintenance to effectively maintain the Shire's building assets and ensure compliance with relevant legislative requirements.• Arrange planned and reactive maintenance projects, supervise related trades and contractors and ensure that quality work is completed to the relevant standard in a timely and cost-effective manner.• Obtain quotations for work/s and raise purchase orders.• Adhere to Shire Procurement Policy and Guidelines.• Undertake programmed building condition inspections and maintain building asset registers.• Support the Coordinator Property Maintenance in preparation of building insurance claims and reports. Assist in the reduction of property risk factors as required.• Undertake formal inspections of Shire leased premises as required.• Assist in the administration of lessee maintenance obligations and provide written reports on the building conditions as required.• Maintain building emergency equipment in accordance with legislative requirements.• Maintain and/or replace building furniture as required.• Assist in the implementation of access control for buildings and infrastructure.• Undertake other property maintenance related tasks as directed.
After hours call outs and repairs	<ul style="list-style-type: none">• Respond to urgent after hour call outs and repairs in respect of Shire buildings.• Secure building/s and record details of any damage.• Assess and prioritise urgency of repairs and appoint appropriate contractor/s as required.• Ensure all hazards are isolated, repaired and/or removed.

Customer service	<ul style="list-style-type: none"> • Liaise with user groups and tenants of community facilities. • Solve problems associated with properties and buildings. • Implement recommendations for the Coordinator Property Maintenance – Assets. • Provide a high level of internal and external customer service and comply with the Shire's Customer Service Charter at all times.
Policies and Procedures	<ul style="list-style-type: none"> • Ensure works and activities are implemented in accordance with Shire policies and procedures. • Ensure all works are undertaken in accordance with risk and safety management procedures.
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Current "C" Class Drivers Licence.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire's Work Health Safety and Risk Management principles. • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal. • Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

- Position operates under the general direction of the Coordinator Property Maintenance - Assets and Manager Assets within guidelines, policies, operational practices and procedures established by the Shire.
- This position may authorize purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Relevant experience, trade qualifications and/or relevant qualifications associated with the building industry.
2. Competency in the scheduling and supervision of general building maintenance and repairs.
3. Experience implementing building maintenance and compliance programs.
4. Sound knowledge of the Building Code of Australia.
5. Sound administrative and computer skills.
6. Strong verbal and written communication skills.
7. Strong time management and organisational skills.
8. Ability to work as an effective team member and follow instructions, procedures and policies as they apply to this position.
9. Demonstrate a commitment to providing the highest quality of customer service.
10. Construction Safety Awareness Card (White Card)

Desirable

1. Previous experience in Local government.
2. Knowledge of WHS (Work Health and Safety) regulations and experience supervising contractor/s safety.
3. Experience inspecting and condition rating building assets and maintaining asset registers/systems.
4. Competency in undertaking minor building repairs.
5. Developed skills in use of basic measuring instruments, plan reading (single dimensional), set out and working to design levels.