

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Building Maintenance Technical Officer</b>
<b>Position Number:</b>	<b>10974</b>
<b>Directorate:</b>	<b>Strategic Projects and Infrastructure</b>
<b>Reports to:</b>	<b>Building Maintenance Coordinator</b>
<b>Department:</b>	<b>Asset Maintenance</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2021</i></b>
<b>Classification:</b>	<b>Level 4</b>

## 1. POSITION OVERVIEW

As part of the Building Maintenance Team, the Technical Officer is responsible for developing, managing and implementing project management plans for minor projects that aim to deliver the building maintenance capital works and refurbishment programs.

The Technical Officer will provide support to the Building Maintenance Coordinator and be responsible for assisting in the procurement process for minor projects from inception to final delivery in accordance with the City's project management practices.

Additionally, the Technical Officer will assist the Building Maintenance team with planned compliance and servicing, and unplanned works to the City's facilities and structures, during periods of peak workloads and leave.

### Position Objectives

- Facilitate and undertake asset performance and condition data collection, through investigations, feasibility studies and planning, with a view to inform and develop maintenance and programs.
- Develop scopes and specifications for a variety of building and structure related projects.
- Coordinate procurement processes.
- To assist with the planning, coordination and management of building maintenance minor capital works and refurbishment programs.
- Provide technical support on building structures, services and equipment, to the Building Maintenance team and other City departments.
- Actively participate in the development and improvement of building maintenance processes and standards.
- To liaise with all divisions of Council's operations, on relevant matters concerning project management and maintenance programs.
- Coordinate project working groups, provide specific advice and expertise on all relevant projects matters, involve key stakeholders and facilitate administration.
- Assist in effective cover of all building maintenance activities to maintain levels of service standards.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Project and General Administration

- Manage and maintain project and contract registers and files.
- Assist with the preparation of progress reports, financial reports and acquittals
- Develop and maintain action lists and follow up items to ensure that tasks are completed on time.
- Provide administration support to the Building Maintenance team as required.
- Relevant records registration and processing, ensuring all formal communication is captured and recorded appropriately.

- Maintenance of outstanding records.
- Liaise with Senior Asset Management Officer and Building Maintenance Coordinator to ensure all relevant information for minor capital works and programs undertaken by the Building Maintenance department is uploaded and maintained in Assetic.

## **2.2 Budget**

- Responsible for financial management of assigned projects including delegated authority, preparation and monitoring of project budgets.
- Assist in the development of the Building Maintenance annual capital/ new initiatives budget and reviews.
- Liaise with Building Maintenance Coordinator to prepare long term financial budgets for existing and new Building Maintenance programs.

## **2.3 Project Management and Long Term Planning**

- Develop and maintain a future project register for the department to inform new initiatives and refurbishment programs.
- Issue site instructions and variation approvals within delegation. Respond to technical queries and requests for information from contractors.
- Development of future projects past investigation and feasibility stages ready for implementation into capital works programs.
- Liaise with Building Maintenance team, community and internal stakeholders and project working groups to prepare specifications and supporting plans/documentation for new and existing refurbishment programs.
- Coordinate the project working groups including the scheduling of meetings and the preparation of agendas and minutes.
- Provide administration support to the project working groups including the preparation of correspondence and sourcing of information as required.
- Develop and maintain action lists and follow up items to ensure that tasks are completed on time and report outstanding items to the Building Maintenance Supervisor.

## **2.4 Contract and Tender Administration**

- Coordinate the tender process for minor projects as required including the preparation of project briefs
  - Assist in preparation of tender documentation
  - Prepare and issue addendums, clarifications and advice notes
  - Point of contact for tender submissions
  - Maintain tender register and clarification register
  - Liaise with records for recording of received tenders
  - Copy and distribute submissions to evaluation panel
- Manage external consultant contracts as applicable.
- Prepare and record contract documentation, including Requests for Information (RFI's), Extensions of Time (EOT), Superintendent's Instruction (SI).

## **2.5 Reporting**

- Facilitate the completion of project administration including investigations, feasibility studies and project work.
- Establish project timetables to ensure that projects are undertaken in a timely manner and outcomes are achieved.
- Provide feedback on the progress of projects to Building Maintenance Coordinator, Council, other staff, consultants, community groups and the general public through progress reports, agenda items and articles for Council's Facebook page and website.
- Actively participate in the development of the Building Maintenance team and in the formulation of effective policies and procedures.

## **2.6 Building Maintenance Services**

- Provide the cost effective delivery of building maintenance services to Council facility's and structures.
- Effectively coordinate and supervise building maintenance works including contractors to ensure quality workmanship and that the works are carried out on time and within budget estimates.

## **2.7 Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

## **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

### **3.1 Authority and Accountability**

- Works under the general direction of the Building Maintenance Coordinator in accordance with Council's policies and procedures.

### **3.2 Judgement and Problem Solving**

- Ability to organise, prioritise and plan own time and work to achieve performance objectives.
- Demonstrated initiative and problem solving skills in relation to evaluating and making recommendations.

### **3.3 Specialist Knowledge and Skills**

- Demonstrated industry experience to facilitate and manage construction and service contracts.
- Well-developed computer skills including proficiency in Microsoft Office products including Word, Excel and PowerPoint, sufficient to be able to prepare reports and spread sheets.
- Developed knowledge, skills and experience of facility management preferably in a local government environment.
- Developed experience in the preparation of project briefs, scopes, specifications, tender documents, progress reports, planning, implementation and management of projects.
- Developing knowledge of local and regional building practices required to assist with the review / development of project specifications, risk assessment and planning.
- Developing financial management and budgeting skills.
- Quantity surveying/ estimating skills.
- Basic understanding of the Local Government Act.

### **3.4 Interpersonal Skills**

- Highly developed verbal and written communication skills (including report writing) with a high level of attention to detail and accuracy.
- Highly developed interpersonal and negotiation skills to enable the effective communication with stakeholders and the coordination of multi-disciplined teams and external consultants.
- Demonstrated ability in the areas of time management, working autonomously and within a team.

### **3.5 OHS Knowledge and Skills**

- Comprehensive knowledge of the Occupational Health & Safety Act, Regulations and Codes of Practice.
- Ability to identify safety issues and prepare a comprehensive plan to achieve goals.
- Ability to encourage safe work practice and principles to others.
- Knowledge of quality assurance processes and commitment to continuous improvement.
- Experience in Health and Safety matters in the building maintenance industry.

### **3.6 Qualifications and Experience**

- Minimum Cert IV Qualification in Building, Quantity Surveyor, Asset Management or Project Management
- Demonstrated experience and relevant knowledge of the Building Industry
- Previous experience within a project management, consultancy, construction company or developed knowledge of local and regional building practices including statutory requirements desirable
- Sound knowledge of relevant Australian Standards and their correct application.
- Experience in providing administrative support in a multi-disciplined working environment, sufficient to coordinate multiple projects and deadlines through effective planning and problem solving techniques.
- Knowledge of Assetic asset system desirable
- Current C class driver's licence
- National (or Federal) Police Clearance no more than 6 month's old