

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Building Maintenance Technical Officer Trainee</b>
<b>Position Number:</b>	<b>11050</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 3</b>

## 1. POSITION OVERVIEW

As part of the Building Maintenance Team, the Trainee Technical Officer is responsible for assisting with the development and implementation of project management plans for minor projects that aim to deliver the building maintenance capital works and refurbishment programs.

The Trainee Technical Officer will provide support to the Building Maintenance team, assist in the procurement process for minor projects and will assist with planned compliance and servicing, and unplanned works to the City's facilities and structures, during periods of peak workloads and leave.

### Position Objectives

- Assist with asset performance and condition data collection, through investigations, feasibility studies and planning, with a view to inform and develop maintenance and programs.
- Contribute to the development of scopes and specifications for a variety of building and structure related projects.
- Assist with procurement processes.
- Assist with the planning, coordination and management of building maintenance minor capital works and refurbishment programs.
- Develop capacity with the aim to provide technical support on building structures, services and equipment, to the Building Maintenance and other City departments.
- Actively participate in the development and improvement of building maintenance processes and standards.
- Liaise with all divisions of Council's operations, on relevant matters concerning project management and maintenance programs.
- Assist in effective cover of all building maintenance activities to maintain levels of service standards.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Project and General Administration

- Maintain project and contract registers and files.
- Assist with the preparation of progress reports, financial reports and acquittals
- 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.
- Synergy records registration and processing, ensuring all formal communication is captured and recorded appropriately.
- Maintenance of outstanding records.
- Liaise with the Senior Asset Management Officer and the 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 MyData.

## **2.2 Budget**

- Assist with the financial management of assigned projects including raising purchase orders and monitoring of project budgets.
- Assist in the development of the Building Maintenance annual capital/ new initiatives budget and reviews.
- Contribute to the preparation of long term financial budgets for existing and new Building Maintenance programs.

## **2.3 Project Management**

- Maintain a project register for the department.
- Respond to queries and requests for information from contractors.
- 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.
- 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**

- Assist with the coordination of the tender process for minor projects including the preparation of project briefs
  - Assist in preparation of tender documentation
  - 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
- Record contract documentation, including Requests for Information (RFI's), Extensions of Time (EOT), Superintendent's Instruction (SI).

## **2.5 Building Maintenance Services**

- Assist with the coordination of building maintenance works including contractors to ensure quality workmanship and that the works are carried out on time and within budget estimates.

## **2.6 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**

- Developing knowledge of project management practices.
- Developing financial management and budgeting skills.
- Excellent time management skills including ability to meet conflicting deadlines.
- Ability to organise, prioritise and plan own time and work to achieve performance objectives.
- Demonstrate initiative and problem-solving skills in relation to evaluating and making recommendations.

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

- Developed computer skills including proficiency in Microsoft Office products including Word, Excel and PowerPoint, sufficient to be able to prepare reports and spread sheets.
- Understanding of facility management preferably in a local government environment.
- Understanding of project management and tender administration processes.
- Developing knowledge of local and regional building practices required to assist with the review / development of project specifications, risk assessment and planning.
- Basic understanding of the Local Government Act.

#### **3.4 Interpersonal Skills**

- Developed verbal and written communication skills (including report writing) with a high level of attention to detail and accuracy.
- Developed interpersonal skills to enable the effective communication with stakeholders, multi-disciplined teams and external consultants.

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

- Knowledge of the Occupational Health & Safety Act, Regulations and Codes of Practice.
- Ability to identify safety issues.
- 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**

- Ability to complete a relevant Qualification in Building, Quantity Surveying, Asset Management or Project Management
- Demonstrated experience and relevant knowledge of the Building Industry
- Previous experience within a project management, consultancy or construction company desirable
- Experience in providing administrative support in a multi-disciplined working environment
- Knowledge in MyData asset system desirable
- Current C class driver's licence
- National (or Federal) Police Clearance no more than 6 month's old