

POSITION DESCRIPTION

Position Title:	Building Maintenance Planner
Position Number:	10930
Directorate:	Strategic Projects & Infrastructure
Reports to:	Building Maintenance Coordinator
Department:	Asset Maintenance
Agreement:	City of Karratha Industrial Agreement 2023
Classification:	Level 5

1. POSITION OVERVIEW

As part of the Building Maintenance Team the Planner is responsible for the coordination of the planned maintenance program including preventative maintenance and managing contracts for Council's facilities. This position has an integral role in performing condition/risk assessments and developing maintenance plans and is also responsible for drafting maintenance specifications for contracting out maintenance and remedial works such as air-conditioning, electrical and plumbing services.

The Planner will assist the Technical Officer, Supervisor and Building Maintenance officers with minor projects and unplanned works to the City's facilities and structures during periods of peak workloads and staff leave. The position ensures efficient and effective operation of building services and systems and compliance with all relevant legislation and City of Karratha policy. Manages and coordinates maintenance contracts and activities to provide a reliable and efficient, building and maintenance service.

1.1 Position Objectives

- Liaise with other council departments to ensure maximum customer satisfaction on matters relating to maintenance of Council facilities.
- Support the Building Maintenance Coordinator to ensure effective running of the department.
- Actively participate in the development and improvement of Building Maintenance processes and standards.
- Perform other duties consistent with the level of this position and the principles of broad banding in relation to Building Maintenance.

2. DUTIES & RESPONSIBILITIES

2.1 Building Maintenance Support

- Liaise with all internal and external customers to ensure the required standard of service and accommodation are maintained.
- Ensure relevant databases such as Synergy and CiA are up to date.
- Review and document procedures to be included in ProMapp and ensure they are accurately uploaded to ProMapp.
- Assist the department in other areas as required to achieve its KPIs.

2.2 Budget

- Assist with the preparation of and monitor the building maintenance and capital works budget.
- Raise purchase / standing orders and process receipt of invoices pertaining to preventative maintenance and capital works programs.

- Monitor available budgets assigned for these works and ensure expenditure is within their constraints including monthly performance, variance reporting and quarterly budget reviews.
- Assist the Building Maintenance Coordinator with planning and developing strategies and solutions based on recognised methodologies and strategic maintenance management principles.

2.3 Planning

- Interpret and evaluate the asset maintenance needs of Council facilities.
- Assist in the Development and Implementation of preventative maintenance programs for all Council facilities.
- Develop an annual maintenance works program consisting of planned and unplanned maintenance based on condition assessments, existing programs, historical data and the asset strategic plan.
- Prepare specifications for the supply of services and equipment and prepare quotations and estimates for new works and maintenance.
- Arrange for procurement and provision of maintenance services in accordance with the Purchasing Policy and Guidelines.
- Utilise CiA and Synergy to establish, maintain, retrieve and report on asset data to ensure efficient and economical asset and financial performance and to inform future maintenance/capital programs.

2.4 Contractor Communication

- Coordinate and liaise with service providers (contractors) on a regular basis to ensure Building Maintenance meets its objectives.

2.5 Customer Service

- Provide specialised support in the research and delivery of projects for other departments as required.
- To liaise with user groups, lessees, tenants and occupiers of Council properties to ensure the required standard of service and accommodation are maintained according to established Levels of Service and department KPIs

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 & Accountability

- Works under general supervision of the Building Maintenance Coordinator
- Works in accordance with approved Council's policies, procedures and guidelines.

3.2 Judgement and Problem Solving

- Ability to problem solve where established processes and procedures may not exist.
- Developed time management skills and demonstrated ability to effectively manage multiple tasks to meet deadlines.

3.3 Specialist Knowledge and Skills

- Working knowledge of building maintenance and asset management practices.
- Developed diagnostic skills in regard to building maintenance services
- Demonstrated previous experience in providing administrative support to a multi-functional team.
- Working knowledge of Contract Administration and Tendering.
- Developed computer skills including proficiency in Microsoft Office products including Word, Excel and PowerPoint, sufficient to be able to prepare reports and spread sheets.

3.4 Interpersonal Skills

- Customer service skills including telephone & interpersonal skills.
- Strong verbal and written communication skills (including report writing) with a high level of attention to detail, accuracy and confidentiality.
- Experience and ability to work autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

3.5 Qualifications and Experience

- Previous experience in a similar role is desirable
- Current C class driver's licence
- National (or Federal) Police Certificate no more than 6 months old