

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Building Maintenance Project Officer</b>
<b>Position Number:</b>	<b>11129</b>
<b>Directorate:</b>	<b>Strategic Projects and Infrastructure</b>
<b>Reports to:</b>	<b>Building Maintenance</b>
<b>Department:</b>	<b>Asset Maintenance</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 5</b>

## 1. POSITION OVERVIEW

The Building Maintenance Project Officer is responsible for assisting with Project Management Plans and Capital Works/Renewal programs from inception to final delivery, in accordance with contemporary Project Management practices.

The Building Maintenance Project Officer will contribute to the development of project processes to be implemented across the Building Maintenance Team.

### 1.1 Position Objectives

- To contribute to the coordination, management and planning of current infrastructure and renewal Programs as directed by the Coordinator.
- To assist the Team in project development, implementation and execution processes.
- Undertake project administration including investigations, feasibility studies, tender processes, progress reports on nominated projects.
- Assist in the development of policies and procedures within the Team.
- Liaise with all divisions of Council's operations on relevant matters concerning project planning and management.
- Coordinate project working groups and facilitate administration including scheduling meetings, preparing agendas and minutes, prepare correspondence and follow up outstanding issues where applicable
- Provide specific advice and expertise on project matters where key stakeholders are involved, including Council members, staff, general public, community groups and organisations.
- To assist with coordination of asset management and data collection with a view to inform maintenance programs

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Project and General Administration

- Manage and maintain project and contract registers and files.
- Contribute to 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 team as required.
- Synergy records registration and processing, ensuring all formal communication is captured and recorded appropriately
- Project file records registration
- Maintenance of outstanding records

- Liaise with Coordinator and Engineering to ensure all relevant information for Capital /Renewal works undertaken by the Department is uploaded and maintained in the City's asset system.

## **2.2 Budget**

- Responsible for financial management of assigned projects including the preparation, compilation, and monitoring of project budgets.
- Contribute to the development of the annual Capital/ New Initiatives Budget
- Contribute to the preparation of long-term financial budgets for existing and new infrastructure renewal programs.

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

- Assist in preparation and manage agreements with relevant stakeholders.
- Develop and maintain a future project register for the department to inform new initiatives and infrastructure programs
- Development of future projects after the completion of investigation and feasibility stages ready for implementation into capital works/ Renewal programs.
- Liaise with relevant stakeholders to assist in preparation of specifications and supporting plans/documentation for new and existing infrastructure projects
- Assist with Coordination of 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 correspondence and sourcing of information as required.
- Liaise with members of the project working groups, external consultants and contractors to ensure information is provided and tasks are completed in a timely manner
- Develop and maintain action lists and follow up items to ensure that tasks are completed on time.
- Ensure scope and project deliverables are in line with City policy and planning documentation.

## **2.4 Contract and Tender Administration**

- Coordinate the tender process for assigned projects as required including the preparation of project briefs
  - Assist in preparation and distribution 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**

- Carry out project administration including investigations, QC HSEQ and project work standards.
- Assist with project schedules to ensure projects are undertaken in a timely manner and outcomes are achieved.
- Provide feedback on the progress of projects to Coordinator and Engineering, Council, other staff, consultants, community groups and the general public through progress reports, agenda items and articles for Council's newsletters and website.
- Contribute to the development of effective policies and procedures for the team.

## **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 general supervision of the Coordinator.
- Works in accordance with approved Council's policies, procedures and guidelines.
- Demonstrated ability to facilitate and manage contracts with both private and public sector.
- Strong experience in compiling, monitoring, estimating and expending budgets, specifically in relation to projects.

### **3.2 Judgement And Problem Solving**

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions.
- Sound knowledge of project management practices.
- Developed financial management and budgeting skills.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Demonstrated customer services skills

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

- Sound knowledge of local and regional infrastructure practices including statutory requirements.
- Ability to prepare project briefs, tender documents, grant applications and acquittals, progress reports, planning, implementation and management of projects.
- Sound knowledge of local and regional engineering practices required to assist with the review / development of project specifications, risk assessment and planning.
- Demonstrated skills in monitoring budgets and projects for use in forecasting and projecting outcomes. Proven ability to positively respond to change.
- Sound knowledge of contractual requirements under Australian Standards, together with a well-developed ability to manage contractors and experience in dealing construction site issues.
- Knowledge of the City's asset system.

- Proven ability to interpret and apply legislation, local government processes, particularly concerning procurement.

### **3.4 Interpersonal Skills**

- Developed numeracy, written and verbal communication skills relevant to the work area (including report writing) with a high level of attention to detail and accuracy
- Highly developed negotiation skills to enable the effective communication with stakeholders and the coordination of multi-disciplined teams and external consultants.
- Proven ability to work autonomously and within a team.
- Ability to organise, prioritise and plan own time and work to achieve performance objectives.
- Developed computer skills including proficiency in Microsoft Office products including Word, Excel and PowerPoint, sufficient to be able to prepare reports and spread sheets.

### **3.5 Qualifications and Experience**

- Tertiary qualification in a relevant field such as Project Management or Engineering
- Previous experience within an engineering or project management department
- Demonstrated experience administration skills specifically a multi-disciplined working environment
- Current C class Driver's licence
- National (or Federal) Police Clearance no more than 6 months' old