



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Building Maintenance Administration Officer</b>
<b>Position Number:</b>	<b>10522</b>
<b>Directorate:</b>	<b>Strategic Projects and Infrastructure</b>
<b>Reports to:</b>	<b>Building Maintenance Supervisor</b>
<b>Department:</b>	<b>Asset Maintenance</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 4</b>

## 1. POSITION OVERVIEW

As part of the Building Maintenance Team the Building Maintenance Administration Officer is primarily responsible for the organisation and administration of unplanned maintenance works and planned repairs at the City's buildings, facilities and structures. The works are to be completed within budget, to agreed timeframes and levels of service.

### 1.1. Position Objectives

- Prioritise, organise, coordinate and administer the cost effective and efficient delivery of unplanned repairs and maintenance at the City's facilities and structures in accordance with purchasing policy, within budget and to agreed timeframes.
- Responsible for prioritising multiple requests for works as they arise, ensuring that satisfactory levels of service are met.
- Monitor work in progress against requested and agreed outcomes.
- Assist in preparation of cost estimates for Council's building maintenance program.
- Liaise with other Council Departments on matters including lease responsibilities and coordination of works.

## 2. DUTIES & RESPONSIBILITIES

### 2.1. Building Maintenance

- Request quotations, raise Work Requests/ Orders (Assetic), Purchase Orders, against agreed scopes and specifications, assess variations and reconcile invoices.
- To prioritise and effectively co-ordinate building maintenance works to ensure quality and value for money outcomes on time and within budget estimates.
- Provide data on preferred contractor performance.
- Ensure relevant databases are up to date.

### 2.2. Inspections

- Assist with inspections and reports on Council's properties on a regular basis.
- Assist the Building Maintenance Supervisor with minor works administration as required.

### 2.3. Customer Service

- To liaise with user groups, lessees, tenants and occupiers of Council properties to ensure the required standard of service and accommodation are maintained.
- Any other duties consistent with the level of this position and the principles of broad banding.

## **2.4. 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 regular supervision of the Building Maintenance Supervisor.
- Works in accordance with approved Council's policies, procedures and guidelines.

### **3.2. Judgement & Problem Solving**

- Ability to problem solve with solutions found in established processes and procedures.

### **3.3. Specialist Knowledge & Skills**

- Working knowledge of quoting and tendering contract administration.
- Developed computer and keyboard skills.
- Working knowledge of building maintenance practices.

### **3.4. Interpersonal Skills**

- Developed numeracy, written and verbal communication skills relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard.

### **3.5. Qualifications & Experience**

- Demonstrated administrative experience within the building maintenance or real estate industry
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)