



# SORELL COUNCIL

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Facility Maintenance Coordinator</b>
<b>Workgroup</b>	Facilities & Recreation
<b>Reports to</b>	Manager Facilities & Recreation
<b>Classification</b>	6
<b>Employee Status</b>	Permanent Part-Time (3 days per week)
<b>Location</b>	CAC, Depot, South East Stadium.

### Primary Position Purpose

The Facility Maintenance Coordinator is responsible for ensuring that maintenance is delivered in a timely, safe and cost-effective manner, in accordance with Council's maintenance program and legislation.

A primary focus of the role is:

- Ensure contractors and/or staff operate in a safe working environment, and that the associated plant and equipment conforms to relevant standards.
- Manage facility maintenance processes with relevant standards and budgets through the effective planning, resourcing, monitoring, evaluating and reporting on the program.

## Skill Based Classification Descriptors

The position is classified as a Level 6, the following skill descriptors apply to this level.

<b>Authority &amp; Accountability</b>	May be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the employer to the public and/or other organisations. Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.
<b>Judgment &amp; Problem Solving</b>	Judgment and problem solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.
<b>Specialist Skills &amp; Knowledge</b>	Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.
<b>Management Skills</b>	May provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.
<b>Interpersonal Skills</b>	Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise.
<b>Qualifications &amp; Experience</b>	Positions require working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include: <b>(a)</b> Diploma or advanced diploma; or <b>(b)</b> Appropriate in-house training or equivalent.

## Key Responsibilities

- Develop, implement and monitor strategies, plans and budgets relating to facility maintenance programs.
- Adhere to workplace health and safety, environment and risk management legislation and best practice standards and ensure safety within the team at all times.
- Coordinate the investigation, design, specifications, cost estimation and implementation of maintenance works and minor capital works, in conjunction with Council and Contract staff as required.
- Approve and oversee arrangements with external contractors and ensure adherence to Workplace Health and Safety legislation.
- Maintaining a contemporary understanding and knowledge of systems, processes and techniques necessary to facilitate the quality and productivity of facility and maintenance management services, in compliance with legislative requirements of the Regulation 72 - Maintenance schedule Form 46.
- To sit as a member on the Emergency Management Team.
- Provide and present reports and prepare correspondence as required.
- Liaise with rate payers, community and others to resolve issues relating to facility maintenance.

Facilities include, but are not limited to Buildings, Halls, Sporting & Recreation Facilities, Public Toilets, Boat Ramps, Jetties, and Streetlights.

This position may require reasonable out of hours work and participation in an on-call roster.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

## Position Dimensions

### Key relationships and influences

Who	Why
<b>Internal</b>	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Community Services	Work in partnership with Community Services to ensure delivery of effective management of community facilities.
Depot	Work closely with depot team to monitor & maintain Public Facilities
Engineering	Work as part of the Engineering team resolving breakdowns quickly and effectively, writing project plans & delivering projects on time & on budget, Contributing ideas to increase maintainability of Council facilities.
<b>External</b>	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
Users Groups & Committees	Work in partnership with user groups and committees to ensure delivery of effective management of community facilities.

### Resources and Budgets

<b>Direct Reports</b>	NIL	<b>Financial Delegation &amp; Reporting</b>	
<b>Indirect Reports</b>	NIL	<b>Statutory Appointments</b>	
<b>Total</b>	NIL	<b>Delegations</b>	

## Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

### Workplace Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

## Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

## Key Selection Criteria

### Essential:

- Experience in a similar position requiring building maintenance skills and project management.
- Demonstrated competency in the development and implementation of plans and budgets relating to facility maintenance programs.
- Sound understanding of legislative requirements of the Regulation 72 - Maintenance schedule Form 46.
- Sound understanding of Workplace Health and Safety legislation and ability to manage this within the workplace.
- General understanding of Building Codes, Mechanical Codes, Electrical Codes and Plumbing Codes as they relate to facility management.
- Commitment to excellence in the provision of customer service and proven ability to effectively communicate across a broad stakeholder base.
- A current driver's licence.
- A current "Working with Vulnerable People" card (or ability to obtain).

## Authorisation

I hereby agree that this position description accurately reflects the work requirements.

**Manager name**

**Manager signature**

**Date**

**Employee name**

**Employee signature**

**Date**

**GM Name**

**GM Signature**

**Date**