



Position description

Team Member

Position	Reporting relationships	Other key relationships
Building Contracts and Facilities Officer	Coordinator Property Services	Assets & Environment Portfolio, Property & Buildings Projects Team, Community & Cultural Development Portfolio, Procurement & Contract Management Team Community members, contractors and other external stakeholders

Position overview

Reporting to the Coordinator Property Services, the Building Contracts and Facilities Officer is responsible for:

- Undertake the role as Superintendent's Representative in the contract administration of various building maintenance contracts i.e. cleaning, hygiene, air conditioning, security, fire and electrical services and various other service agreements to ensure cost effective and quality services are provided
- Carry out regular building inspections to measure contractor quality and performance and identify general building repairs and maintenance
- Management of various minor projects and improvements for Council owned buildings and facilities.

Key outcomes

Responsibilities:

- Management of contracts and service agreements including contract variations, approving invoices and reporting to deliver cost effective quality outcomes
- Undertake the role as a Contract Superintendents Representative for various building maintenance contracts
- Develop, implement, and review of budget programs for annual maintenance contracts and assigned projects, including financial analysis
- Regularly monitor and provide updates on budgets and expenditure
- Preparation of new specifications for procurement of services
- Oversee the performance of existing contracts by undertaking regular inspections to ensure the quality and performance of the contractors and prepare documentation for procurement of expiring contracts and agreements
- Oversee various minor projects and improvements on buildings and facilities including design, procurement & implementation
- Review and update Council's Compliance Register to ensure that regular maintenance and servicing has been completed to meet legislation/Building Code requirements
- Provide the Building Asset Management team, details of the asset replacements to implement into Council's Asset database
- Provide expert advice regarding maintenance contracts to management and key stakeholders
- Complying with Council's Code of Conduct, policies, procedures, guidelines and standards
- Manage records in accordance with organisational Records Management procedures and practices
- Comply with the requirements of the Equal Opportunity Act 1984, Disability Discrimination Act 1992 (as amended) and all other associated legislation, including the Local Government Act
- Report any risks or potential risks identified within Council buildings and facilities and the City. Seek advice from the team leader/manager where they are unsure whether the issue/matter constitutes a risk to Council
- Demonstrate our Values and behaviours.
- Work collaboratively with others to deliver services and to identify improvements to work practices and procedures.
- Comply with all relevant organisational codes, policies, procedures, guidelines and standards, and with the requirements of the Equal Opportunity Act 1984, Disability Discrimination Act 1992 (as amended) and all other associated legislation, including the Local Government Act.
- Report all risks identified in the course of undertaking the duties relevant to this position.

Contributes to and supports:

- Improved services through participating in regular audits and reviews of team activities and services, and implementing any audit/review recommendations.
- Implementation of team performance measures and reporting on those measures, and participating in any improvements based on those measures.

Work health, safety and wellbeing

- Contribute to a culture where everyone places safety first.
- Identify and report health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment that is provided to protect their health and safety.
- Follow reasonable instructions given on health & safety and injury management.
- Comply with health and safety and injury management policies and procedures and actively participate in associated training and programs.

Special conditions

- Possible out of hours work as required
- This position has tasks/exposures that have the potential to place the incumbent at greater risk of exposure to an infectious disease, or of transmitting infectious disease to others (children and vulnerable people). Please refer to the City of Tea Tree Gully's Workforce Immunisation Procedure or talk to your Corporate Leader for recommended vaccinations. Vaccines are provided free of charge from Council's Immunisation Team.

Qualifications (or demonstrated equivalent experience) – (E) denotes essential qualifications

- Significant experience in contractor, facilities and project management and developing budgets for future capital works or qualifications relevant to the role in contractor or project management
- Current Driver's Licence (Car)

Skills/capabilities

- Comprehensive ability to engage with stakeholders and demonstrated experience in active listening techniques to develop strong working and collaborative relationships at all levels within the organisation
- Strong Innovative and practical approach to problem solving and negotiation
- Strong ability to plan, prioritise tasks and meet competing deadlines by problem solving at a high level and apply initiative and judgement where practices are not clearly defined
- A strong understanding and experience of contract management including financial management (budgeting) principles, practices and processes to a high level of quality
- Advanced experience in customer service principles and techniques, including how to deal with difficult customers to achieve successful outcomes
- The ability to interpret the Building Code of Australia and associated legislation
- Execution of contractor disputes in relation to performance outcomes and escalate when required
- High level skills in ensuring solutions and problem solving between stakeholders and service providers is achieved
- Work under general direction from the corporate leaders and exercise a degree of autonomy and professional judgement in the management of contracts and projects
- Demonstrated ability to work with and manage competing demands and timelines
- High level verbal and written communication skills
- Demonstrated high level of personal integrity and ethics

Experience – (E) denotes essential experience

- Demonstrated High level experience in contract management and administration
- Experience in managing minor projects & refurbishments or upgrades to buildings
- Demonstrated experience in effective interpersonal skills with staff and contractors at various levels of understanding within a multi-disciplinary environment
- High level experience in negotiating with internal and external customers
- Experience in managing contractors within a buildings and facilities environment
- Knowledge of maintenance specifications
- Advanced experience in Microsoft Office products, Word, Excel

Knowledge – (E) denotes essential knowledge

- Comprehensive knowledge of contract, project and financial management (budgeting) principles, practices and processes
- General understanding of the building code and associated legislation
- Comprehensive knowledge of facility management
- Experience in asset management

Organisational core competencies

- **Digital literacy** – Strong ability to use the essential technology, devices and systems required for the role, or ability and willingness to learn this.
- **Communication** – Verbal: expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.
Written: expressing ideas clearly in documents that have written organisation, structure, grammar, language and terminology adjusted to the needs and characteristics of the audience.
- **Customer service** – Ability to demonstrate a high level of customer care by providing professional, helpful, high quality service, before, during and after the customer's requirements are addressed.
- **Resilience** – The ability to bounce back when faced with challenging circumstances or when things don't go as planned.