

# POSITION DESCRIPTION

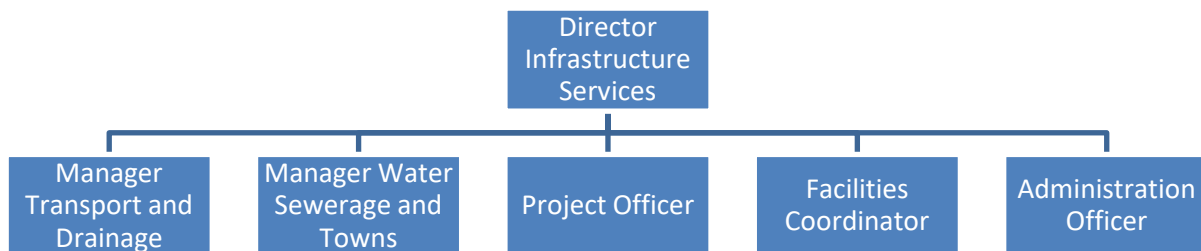
Facilities Coordinator

<b>Position Title</b>	Facilities Coordinator
<b>Reports To</b>	Director Infrastructure Services
<b>Immediate Reports</b>	Nil
<b>Principal Location</b>	193-199 Grey Street, St George
<b>Employment Basis</b>	Permanent

## PURPOSE OF THE POSITION

The **Facilities Coordinator** is responsible for monitoring, inspecting, maintenance, capital & operational projects, budgeting, work scheduling and reporting for Council's facilities. Tasks include identifying and prioritising work, conducting onsite inspections, responding to calls for service, contractor management, procurement administration, coordination of upgrades and ensuring requirements for scheduled inspections and work are met.

## ORGANISATIONAL STRUCTURE



### ORGANISATIONAL VALUES



<b>Our Customers</b>	<p><i>The customer is always right. We put the customer at the centre of everything we do. Always say “Thank you”. We listen to our customers, understand them and work out how to best serve them. We get things done with speed, conviction and agility. We go the extra mile and exceed customers’ expectations.</i></p>
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<b>Our People</b>	<p><i>We value teamwork and interdependence. We are one team. We have the same relationships with customers as we do with each other. We will strive to be the best - we are restless, always learning, always improving. We value each other - we seek and benefit from diverse people and perspectives. We are ambitious and courageous - we pursue excellence, set new standards and go beyond them.</i></p>
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<b>Our Reputation</b>	<p><i>Our reputation is our most valuable asset. A good reputation takes effort, patience and time. Destroying a good reputation takes a single moment’s misstep. We act honestly and consistently in our behaviours, actions and decisions. We establish trust by keeping our word, communicating effectively and transparently. We are responsive. We resolve errors/mistakes and never make excuses.</i></p>
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### KEY CRITICAL PROCESS RESPONSIBILITIES

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Facilities coordination, procurement project coordination & asset management.

### EXTENT OF AUTHORITY / DELEGATION

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Work independently, as well as in a team, within established guidelines and objectives provided by the Assets GIS & Facilities Manager. This position has delegated purchasing authority in accordance with Council's Delegation Register. This position may include the supervision of other staff and/or contractors.

### KEY RESPONSIBILITIES

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#### ***Workplace Health & Safety & Risk Management***

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system.
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments.
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

#### ***Specialist***

1. Attend to routine, planned and ad-hoc on-site facilities inspections. Observe facilities and record defects or other work needed.
2. Research and monitor maintenance schedules, asset management plans, budgets and any other related documentation to ensure Council facilities are properly maintained in accordance with legislative and policy requirements.
3. Prioritise facilities outcomes by coordinating time, setting priorities, planning and organising work of staff and/or contractors and own time as required.
4. Undertake project planning as required in the context of local government facilities management including project scope, schedule, and budget. Be responsible for developing a breakdown of the job.
5. Assist with and undertake procurement activities including the use of "Vendor Panel", the preparation of Request for Quote's (RFQ), and alike.
6. Have an understanding of building and structure types and standards, structural requirements, risks, typical potential defects, and typical remedial work that may be undertaken.
7. Provide on-site project coordination and inspections and monitor project progress.
8. Provide both written and verbal reports to management on work status, progress, changes to schedule, budget, requirements, scope, incidents, and any other related matters (including Council reports).
9. Work within the approved asset management plans and contribute to the ongoing development of these facilities' asset management plans.
10. Assist more senior employees with the establishment of facilities work programs

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11. Responsible for the contributing to the creation of the facilities works program budget and the delivery of the approved works program budget.
12. Carry out a variety of activities in the facilities area, requiring initiative and judgement in the selection and application of established principles, techniques and methods
13. Perform other duties within your capabilities as directed.

#### **Organisational Continuous Improvement & Quality Management**

- Willingness and ability to adapt to challenges and opportunities:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and act in accordance with organisational values
  - Willingness and ability to advocate a positive and constructive organisational culture
  - Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
  - Willingness and ability to integrate the competing demands of work, home, community and self
- Contribute towards organisation continuous improvement & quality management

#### **Administration**

- Provide appropriate and timely information to the Director Infrastructure Services relating to circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified.
- Prepare and contribute towards Council reports as directed.
- Ensure that Council policies and procedures are fully understood and adhered to.
- Assist with infrastructure grant applications, reporting and acquittals as required.
- Assist in administration for the department as required.
- Ensure training and qualifications relevant to the position are completed and maintained.
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that approved purchasing procedures are adhered to
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

## INHERENT REQUIREMENTS

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- Demonstrate a high level of numeracy, written and verbal communication skills.
- Ability to produce professional standard documents within set timeframes.
- Ability to work as part of a team.
- Ability to maintain confidentiality.
- Ability to manage time, planning and organising own work effectively within set timeframes.
- Ability to engage with and manage stakeholders including staff, contractors and community members.
- Ability to drive a both manual and automatic vehicles, on both sealed and unsealed roads, in isolated and remote locations, in all weather conditions, and safely negotiate stray animals.
- Perform other duties within your capabilities as directed.

### CORPORATE RESPONSIBILITIES

All employees are bound by the Queensland *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Council Code of Conduct and relevant policies, procedures and protocols as may be applicable.

### KEY PERFORMANCE AREAS

Key Performance Areas (What is to be achieved)	Actions (How and when will it be achieved)	Measurement Criteria (How is achievement of the objective measured?)
Facilities Inspections	<ol style="list-style-type: none"> <li>1. Conduct a physical inspection of all Council facilities at least once per year</li> <li>2. Conduct physical inspections of facilities as required</li> </ol>	<ol style="list-style-type: none"> <li>1. Document inspections Date, Time and Place</li> <li>2. Record inspection outcomes – Observations and issues identified</li> </ol>
Asset Management Plans	<ol style="list-style-type: none"> <li>1. Ensure relevant asset management plan requirements are met</li> <li>2. Ensure asset management plans are reviewed, maintained and up-to-date</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure asset management plans are accessed and saved appropriately and available for inspection</li> </ol>
Coordinate work	<ol style="list-style-type: none"> <li>1. Coordinate work schedule, budgets, tasks, compliance</li> <li>2. Coordinate procurement of resources needed to complete the tasks including obtaining quotes and the use of “Vendor Panel”</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify tasks/projects including scope and requirements</li> <li>2. Prioritise tasks/projects</li> <li>3. Procure resources</li> <li>4. Complete tasks/projects</li> <li>5. Allocate and Meet Budgets</li> <li>6. Plan and Meet Schedules</li> <li>7. Adjust as required</li> <li>8. Report on exceptions</li> </ol>
Service Requests	Respond to all Service Requests	<ol style="list-style-type: none"> <li>1. Attend to Service Requests and complete associated work in a timely manner</li> <li>2. Provide responses to persons making service requests in a timely manner</li> </ol>
WH&S Compliance	Ensure compliance with WH&S obligations at all times	<ol style="list-style-type: none"> <li>1. All required WH&amp;S documentation completed</li> <li>2. Hazards/risks identified are reported Contribute towards WHS within team</li> </ol>
Reporting	Provide written and verbal reports to the Director Infrastructure Services as required	<ol style="list-style-type: none"> <li>1. Report on activities daily to the Assets, GIS and Facilities Manager Ensure facilities activities are documented Attend internal meetings and provide written and verbal reports</li> </ol>
Stakeholder Engagement	Engage with internal and external stakeholders	<ol style="list-style-type: none"> <li>1. Engage with internal stakeholders including staff from all sections of the BSC</li> <li>2. Engage with community members as appropriate</li> </ol>

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		3. Engage with contractors and other external workers as required
Information Technology	Utilise the appropriate IT solutions available	Use: 1. MS Project 2. Vendor Panel 3. Use other software available as required
Training	Attend training	Attend training as required

## SELECTION CRITERIA

### Essential

1. Knowledge and experience, maintaining and/or managing local government facilities.
2. Project experience.
3. Budgeting and procurement knowledge and/or experience.
4. Stakeholder Engagement experience.
5. Current C Class open drivers licence.

### Desirable

6. Experience with the Microsoft Project software.
7. Experience working in local government.
8. Experience working in rural and remote areas.

## BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check.
- Salary cash component – Level 3.1 to 3.4 - \$64,029 to \$67,899 depending on qualifications and experience plus Locality Allowance of \$1,945 pa with dependants or \$972 pa without dependants
- 5 weeks Annual Leave with 17.5% loading per annum.
- 12 days Sick Leave in the first year of employment and 15 days for each subsequent year.
- Weekend and after hours work may be required at times.
- Optional 19 day month RDO arrangement
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment.
- Superannuation – Guarantee Levy (9.5%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 12% (employer) are compulsory after 12 months employment.
- Any other terms and conditions may be negotiated with the successful applicant.

### HOW TO APPLY

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#### **All applications must include –**

- a completed Application for Employment Form – available from the Pay Office
- Cover letter
- Resume
- Responses to the selection criteria.

Applications may be submitted via email, hand delivered or post as follows:

Email: [recruitment@balonne.qld.gov.au](mailto:recruitment@balonne.qld.gov.au)

Hand delivered: 118 Victoria Street, St George Qld

Post: PO Box 201, St George Qld 4487

Please quote Council reference – 20/21-027

For further enquiries regarding this vacancy and associated selection process, please contact:

Mr Andrew Boardman on 07 4620 8855.

NOTE: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

**APPLICATIONS CLOSE – 5pm, Friday – 27 November 2020**