

## POSITION DESCRIPTION

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|----------------------------|--|-----------------------------|--------|
| <b>Position Title:</b>     | Building Services Coordinator<br>Dubbo | <b>Position Code:</b>       | 5-BSCD |
| <b>Division:</b>           | Organisational Performance             | <b>Grade:</b>               | G      |
| <b>Location:</b>           | Dubbo                                  | <b>Hours/Week:</b>          | 35     |
| <b>Reports to:</b>         | Building Asset Supervisor              |                             |        |
| <b>No. Direct Reports:</b> | 1                                      | <b>No. Indirect Reports</b> | 5      |

### Primary Purpose of Position

This position is responsible for the management and maintenance of Council's building assets portfolio. The position is responsible for leading a team to deliver a quality service in accordance with asset maintenance standards and adopted risk management procedures.

### Key Accountabilities / Duties

| Key Result Area            | Primary Activities  |
|----------------------------|---|
| Building Asset Maintenance | <ul style="list-style-type: none"> <li>• Arrange and coordinate cyclic condition inspections for Council buildings.</li> <li>• Organise, coordinate and assess tenders and quotations for building services such as fire protection, pest control and security services.</li> <li>• Prepare reports to Council in relation to building service tenders and quotations as required.</li> <li>• Organise staff to undertake cyclic &amp; reactive maintenance tasks.</li> </ul> |
| Project Management         | <ul style="list-style-type: none"> <li>• Organise, coordinate and assess tenders and quotations for building works.</li> <li>• Project manage construction and renewal projects up to the value of \$250,000.</li> <li>• Prepare reports to Council in relation to building works tenders and quotations as required.</li> </ul>  |
| Building operations        | <ul style="list-style-type: none"> <li>• Oversee coordination of cleaning staff and contractors as required.</li> <li>• Ensure cleaning standards of buildings are maintained and are cost effective.</li> </ul>  |
| Budget                     | <ul style="list-style-type: none"> <li>• Provide input, prepare and manage budget for building assets portfolio.</li> <li>• Monitor budget and provide timely and accurate budget reports and reviews to Manager Property Assets as required.</li> </ul>  |
| Leadership                 | <ul style="list-style-type: none"> <li>• Represent Council in a professional and ethical manner.</li> <li>• Provide the communication link from the Manager to your members of staff.</li> </ul>  |
| Team/People Management     | <ul style="list-style-type: none"> <li>• Supervise your team and their duties ensuring that individual accountabilities and performance are monitored and achieved.</li> <li>• In conjunction with HR policies, make recommendations to the Manager on appointments, promotions and terminations of staff under your control.</li> </ul>  |

### Key Accountabilities / Duties

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Ensure that the organisation's policies and procedures are fully understood and adhered to by your team.</li> <li>• Ensure appropriate communication to your team to ensure awareness of relevant key issues</li> <li>• Foster good team work and high staff morale within the team.</li> </ul>  |
| Corporate Reporting, planning and Monitoring | <ul style="list-style-type: none"> <li>• Assist Manager Property Assets in providing branch input and implementing the following strategic plans &amp; documents;             <ul style="list-style-type: none"> <li>• Management Plan</li> <li>• Business Plan</li> <li>• Agreed brief</li> <li>• Branch Budget</li> </ul> </li> <li>• Provide input into corporate plans, reports, programs, and policies as required.</li> </ul> |

### Inherent Requirements of the Position

- Class C Drivers Licence
- General Construction Induction Card
- Pre-employment health assessment
- A significant portion of this role is office based, using computers/ electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers / electronic systems or other office based equipment.
- This position is required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.
- This position is required to wear a DRC identification badge at all times.

### Selection Criteria

#### Essential

1. Certificate IV in Building and Construction or superseded equivalent as accepted by NSW Office of Fair Trading.
2. Extensive experience working in building maintenance and construction.
3. Experience in leading teams and inspiring staff to deliver an effective and responsive service in a busy environment.
4. Excellent oral and written communication skills with a demonstrated ability to compile concise, written technical reports and communicate with and deal with people at all levels.
5. Strong project management experience and the capacity for administrative detail.
6. Ability to work autonomously.

Desirable

7. Knowledge of Quality Assurance and Quality Control Systems.

**Organisation Wide Accountabilities**

|   |  |
|---|--|
| <p>Corporate Values</p>                                 | <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• Customer focused:<br/>We are passionate about serving our community and creating a great place to live</li> <li>• Integrity:<br/>We act with integrity and professionalism and we are accountable to deliver the results we promise</li> <li>• One team:<br/>We work as one team and partner with others to deliver more than we can achieve alone</li> </ul>  |
| <p>Work Health and Safety</p>                           | <p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council’s WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul> |
| <p>Sustainability</p>                                   | <p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>  |
| <p>Code of Conduct and Equal Employment Opportunity</p> | <p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council’s adopted Code of Conduct.</li> <li>• Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>  |

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: