

POSITION DESCRIPTION	
Title:	Shell Cove Maintenance Officer
Directorate:	Council Sustainability - Shell Cove
Reports to:	Shell Cove Operations Manager
Grade:	15
Position Allowances:	Adverse Working Conditions Allowance – Level 1
Hours:	38 hours per week, on a 7 day roster including weekends
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	61006
Pre-placement medical	Required
National Police History Check	Not Required
WWCC Check	Required
Date Developed:	June 2021
Position Purpose	
<p>The Shell Cove Maintenance Officer is responsible for delivering the maintenance and presentation outcomes associated with the Shell Cove Waterfront Precinct delivered through a mixture of contract procurement and management and hands on maintenance activities.</p> <p>The position is responsible for implementing processes, procedures, and monitoring performance against transactional contractual deliverables that convey maintenance and presentation outcomes for the Shell Cove Waterfront Precinct.</p> <p>The position will also provide a hands on approach to delivering maintenance including the presentation of the precincts gardens, open spaces, shared paths (including boardwalks), waterline, boat ramp etc.</p> <p>The Shell Cove Maintenance Officer will work directly with contractors and collaboratively with other Council teams, such as civil/parks & gardens in the development of service levels and delivery of maintenance activities within the Shell Cove Waterfront precinct.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	

Essential:

- Relevant qualifications and/or experience in the provision of maintenance services in one or more of the following:
 - a) Buildings
 - b) Landscaped areas and/or open spaces
 - c) Public infrastructure (e.g. malls)
 - d) Marinas
- Demonstrated experience in managing contracts and contractors including coordination, reporting and performance management.
- Excellent verbal and interpersonal skills including negotiation, conflict resolution, decision making and the ability to communicate effectively with customers.
- Demonstrated experience in implementing safety leadership including adherence to WHS and statutory requirements, quality standards and management systems.
- Demonstrated experience in budgeting, estimating and continual cost control of works.
- Sound computer literacy within Microsoft Office suite of software and ability to adapt to new software packages.
- Experience in using a quality management system or other business improvement initiatives.
- Possess a “Working with Children Check” Clearance in accordance with the ‘Child Protection (WWC) Act 2012’
- Current NSW Drivers Licence – Class C.
- Current First Aid Certificate.
- General Induction for Construction Work Certificate (White Card) or ability to obtain prior to employment.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call these the 4C’s. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C’s.

Maintenance management and delivery

- Assist with the continuous improvement of Council's Shell Cove Waterfront precinct contracts and maintenance outcomes and any other locations as directed.
- Manage maintenance related service and consultancy contracts.
- Contribute to the performance of Council’s Marina lease to meet the needs of Customers, the Community and Council now and into the future.
- Liaise with customers and stakeholders on maintenance standards applied to the Waterfront Precinct and any other locations as directed.
- Assist with the delivery and maintenance of environmental monitoring regimes including undertaking environmental sampling as required.
- Assist with the implementation of Council’s Shell Cove Strategic Business Plan.

- Provide support to the Shell Cove Operations Manager including contributing to strategic precinct outcomes, provision of maintenance advice, contributing to corporate and contract reporting and general advice to adjust service standards to meet community expectations.
- Implement and regularly review operational/site specific plans, strategies and business systems including, but not limited to, Service Level Plans; Operational Management Plans and Strategies; WHS Management Plans; Environmental Management Plans; Emergency Response Plans; Traffic Management Plans, outsourced contracts, works and maintenance activities.
- Contribute to the development of service level plans that link Shell Cove Strategic Business Plan goals with Waterfront Precinct service delivery priorities and strategic goals.
- Implement programs that improve the Waterfront Precincts environment sustainability or the environmental sustainability of any other location as directed.
- Adjust service levels as necessary in consultation with the Shell Cove Operations Manager to deliver coordinated Waterfront Precinct and Marina activation programs.
- Ensure all recreational and operational activities within the Waterfront Precinct (or any other location as directed) are provided in accordance with regulatory requirements and standards.
- Assist with the management of reporting obligations under relevant contracts and statutory requirements.
- Manage budgets in relation to service contracts and associated delivery.
- Oversee and assist with the sustainable location based delivery of Council's public place waste management services.
- Assist with the implementation of litter and waste management plans.
- Undertake monthly, quarterly and annual reporting as required.

Management of staff consultants and contractors

- Manage consultants, contractors and service providers; including supervision and performance management.
- Ensure staff, internal service providers and contractors are involved appropriately in decision-making and are informed of relevant decisions.
- Implement formal meeting structures with staff, internal service providers and contractors.

Contribute to the overall management of the organisation

- Contribute to the development and implementation of corporate Council policies, procedures, strategic plans and budgets. This includes Council's Community Strategic Plan, Delivery Plan and Operating Plan.
- Contribute to Council's asset management system and planning.
- Develop and implement quality management systems and standard operating procedures that comply with legislation.
- Consult with internal and external customers including staff, residents, industry, contractors and government agencies (where appropriate).
- Any other task, requested by the supervisor, within the employee's limits of skill and experience.

Work Health & Safety

- Ensure that all significant risks associated with hazards in area of operation are identified, assessed, eliminated or controlled and reviewed in consultation with relevant staff.

- Ensure safe working conditions are maintained.
- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.
- Provide safety leadership and set an example with regard to prioritisation of safety in the workplace..

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.