

POSITION TITLE: Facilities Management Officer **POSITION NO:** 2613

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 4

CERTIFIED AGREEMENT: Officers – 2020 **AWARD:** QLGIA

DEPARTMENT: Liveability

BRANCH: Facilities and Parks

SECTION: Facilities

REPORTS TO: Coordinator Facilities

ORGANISATIONAL VALUES: ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

1. PRIMARY ROLE

Oversee and coordinate the implementation of Council's facilities management administration function across the region.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Develop and maintain Tenancy Registers and update policies, strategies, and plans in relation to the use of Council owned and occupied property (including rentals) that protect Council's interest and meet current requirements.
2. Assist in the preparation of rental/tenancy agreements in accordance with legislative requirements, monitor rent collection, coordinate monthly reconciliation of rentals, implement inspection schedules and coordinate maintenance for rental facilities.
3. Coordinate Council maintenance contracts i.e., Security, public convenience cleaning, pest control, sanitary bins, floor slip testing etc including procurement, management, monitoring and evaluation of contractor performance.
4. Oversee Hall Bookings, hall maintenance, inspection programs and oversee hall booking fees, fee waivers and return of hall bonds.
5. Oversee the administration of Pool contracts/leases and undertake audits of pool takings/banking and review scheduled payment plans and swimming pool inspections.
6. Coordinate Council's security and key systems and ensure all premises have security and fire protection arrangements in place and that contractual arrangements are current with security companies if required.
7. Assist in the communication of facilities management information to the general public, the organisations and external stakeholders.
8. Provide assistance in the implementation of Building and Parks Capital Works Program.
9. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence.
- Tertiary qualification in a relevant field (i.e., Business Management) (Desirable)
- Certificate / Diploma in Project Management or Contract Management (Desirable).
- Certificate 3 in Local Government Administration (Desirable).

5. KEY SELECTION CRITERIA

1. Proven experience working with both the financial and legal aspects of property management with knowledge of leases/contracts, tenancy agreements and legislation.
2. Proven research skills with the ability to undertake research and possession of analytical problem-solving skills.
3. Sound knowledge of the MS Office Suite with working knowledge of corporate software systems.
4. Well-developed communication and interpersonal skills with the ability to develop and maintain effective partnerships with key stakeholders.
5. Ability to work under pressure, prioritise work and meet deadlines within budget.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Liveability: Peter O'May	Signature: 