

POSITION TITLE: Building Asset Management Officer **POSITION NO:** 2611

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 4 to 5 (dependant on qualifications and/or experience)

CERTIFIED AGREEMENT: Officers **AWARD:** QLGIA

DEPARTMENT: Infrastructure

BRANCH: Facilities, Parks and NRM

SECTION: Facilities

REPORTS TO: Coordinator Facilities

ORGANISATIONAL VALUES: Honesty Respect Accountability Integrity Unity

1. PRIMARY ROLE

Provide technical and trade advice to a range of internal and external stakeholders concerning the building asset management, maintenance, legislative/regulatory guidelines as well as the upkeep of Council owned buildings.

2. KEY RESPONSIBILITIES

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

1. Assist with the creation of maintenance programs, coordinate building condition assessment audits, and update maintenance systems.
2. Provide advice for the development of Capital Works Projects and assist with the preparation of Councils reports.
3. Provide advice and input into the development of Asset Management Plans, Asset Management systems, work programs and Capital Works programs.
4. Assist with the development of budgets and long-term financial planning.
5. Undertake technical and trade assessment of a wide range of buildings and facilities in the areas of maintenance and construction.
6. Prepare technical reports on a wide range of buildings and facilities i.e. building condition reports, specifications for tenders etc.
7. Audit building maintenance, repairs by providing accurate estimates and plans for future repair/rectification work for buildings and facilities.
8. Coordinate building condition assessment audits, and review and evaluate tenders on a needs basis.
9. Undertake project management for construction and building capital projects.
10. Demonstrate commitment to continuous improvement and development of the Branch.
11. Ensure the documentation of all relevant issues are used/ processed in Councils electronic document management system.
12. Ensure that Customer Service Requests are actioned within corporate customer service standards and timeframes.
13. 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

- Tertiary qualifications in a relevant field (e.g. Project Management, Asset Management, Building Certification, Engineering (Structural)).
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- Ability to use design software e.g. AutoCad (desirable).
- Working at Heights (desirable).
- Confined Space Entry Ticket (desirable).
- First Aid Certificate (desirable).

5. KEY SELECTION CRITERIA

1. High level knowledge of asset management planning, building asset condition, managing asset registers, asset financial management.
2. Extensive experience in the building/construction industry with proven knowledge of building codes, practices and legislative requirements associated with building projects.
3. Proven project management experience with the ability to develop detailed facility maintenance programs, establish work priorities and meet deadlines within budget.
4. Ability to maintain confidentiality and use diplomacy, initiative and sound judgement when coordinating tenders, allocating work and overseeing projects etc.
5. Ability to work effectively within a team environment.

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 Councils 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 Infrastructure: Aaron Meehan	Signature: 