

# POSITION DESCRIPTION



## POSITION DETAILS

<b>Position Title</b>	Technical Officer (Facilities)
<b>Position Number</b>	-
<b>Department</b>	Works
<b>Section/ Stream/ Unit</b>	Assets, Facilities and Fleet   Facilities
<b>Classification</b>	Level 4-5, Queensland Local Government Industry (Stream A) Award – State 2017
<b>Reports To</b>	Senior Technical Officer (Facilities)

## POSITION OBJECTIVES

To investigate, plan and deliver cost effective contemporary and customer focused facility management to support and underpin the current and developing service and business models of Council and the North Burnett region's communities.

## KEY RESPONSIBILITIES

- Assist in the implementation of asset management strategies, plans and programs associated with the facilities asset and building classifications.
- Review and recommend improvements to the customer service processes including the development of customer service industry standards and align with Councils Duty of Care.
- Prioritise, process, assign, authenticate completion and close out customer service requests in accordance with team processes and complete assigned tasks in a professional and timely manner ensuring value for money principals are followed for Council and align with professional quality of service standards.
- Assist in the update and currency of asset management data and facility capture of auditable maintenance records.
- Complete assigned capital and operational projects in compliance with Council policies and procedures for safety, procurement and financial delegations.
- Identify and investigate opportunities to value manage and value add to Council's facilities portfolio and services.
- Provide and authenticate quality advice and reports on plant, equipment and infrastructure relating to the facility assets as requested.
- Undertake other relevant duties in line with industry best practice as required from time to time which would generally fall within the scope of this position.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Good working knowledge and understanding of the relevant Building Standards, Codes, Regulations and Acts that frames the Councils Duty of Care as a workplace, as a lessor and lessee and public space.
- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and supports both professional and personal development.
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels.
- High level analytical and problem-solving skills, with an ability to write reports, control budgets, administer contracts and develop work related procedures.

- High level computer-based system skills, including business related application software.
- Demonstrated knowledge of and technical expertise in relation fault-finding in-built assets and infrastructure.
- Experience in property management and/or asset management.
- Experience in contractor management.
- Understanding of workplace health and safety requirements.

#### **Qualifications, Training and Licences**

- Tertiary qualifications in a discipline relevant to the position, or more than three years active experience in a similar role.
- Minimum Safe Work Australia Construction Industry Induction Certificate (White Card).
- Current unrestricted “C” Class drivers’ licence.
- Demonstrated absence of a relevant criminal history, (National Police Check).

#### **WORK HEALTH AND SAFETY**

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work-related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.