

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Facilities Stream Leader
Position Number	-
Department	Works
Section/ Stream/ Unit	Technical Services, Facilities
Classification	Level 6 – 7, Queensland Local Government Industry (Stream A) Award – State 2017
Reports To	Assets, Facilities and Fleet Manager

POSITION OBJECTIVES

- To provide technical expertise and a strategic approach to ensure infrastructure and facilities managed and owned by Council support the service and business needs of the organisation and the North Burnett communities.

KEY RESPONSIBILITIES

- Identify, assess and develop infrastructure/ facility asset management strategies, plans and programs which enhance the organisation's capacity to deliver high quality, strategic and cost effective outcomes, ensuring they are relevant to Local Government standards, legislation and required Acts, Codes and Standards.
- Provide high quality customer service, technical advice and assistance to internal and external stakeholders.
- Conduct audits, property assessments and general inspections to ensure infrastructure/ facility asset maintenance and upgrades comply with strategic outcomes.
- Manage and monitor capital and maintenance projects, including quotations/ tenders, contracts and contractor performance.
- Closely manage all works and associated costs to ensure expenditure is kept within budgetary limits.
- Lead change, drive business process improvement opportunities and efficiencies.
- Provide solid and contemporary advice/ leadership and professional development across the Facilities Stream.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- 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 proven ability to research and prioritise.
- High level computer based systems skills, including business related application software.
- Demonstrated ability to lead, coach and direct the efforts of others towards the completion of required outcomes.
- Demonstrated knowledge of and technical expertise in relation to building construction and building faults.
- At least 5 years' experience leading and managing property management and/ or asset management, preferably in a local government environment.

- Capacity to operate effectively in a political environment.
- Demonstrated project management skills.

Qualifications, Training and Licences

- Tertiary qualifications in a discipline relevant to the position (e.g. building trade qualifications, Project Management, Certificate IV in Building and Construction).
- 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.