

Job Title & Position Number: Building Maintenance Officer (Ref: 1178)

Level: 4

Line Manager: Building Maintenance Supervisor

Direct Reports: Nil

Location: Civic Centre

Date Reviewed: April 2024

1. Job Purpose

The purpose of this position is to provide professional maintenance services, minor capital improvements, and installation programs to support an effective and high quality outcome for City owned building facilities.

2. Organisational Context

The position of Building Maintenance Officer is part of the Property Services branch within the Development Services Department. In total, three (3) branches report to the Director Development Services. Other branches include City Growth and Regulatory Services.

3. Key Accountabilities

- Conduct scheduled and ad-hoc maintenance to City owned buildings as directed by the Building Maintenance Supervisor, in a professional manner.
- Identify and report all maintenance issues, including initial assessments and recommendations to the Building Maintenance Team for action and recording.
- Report graffiti to the Building Maintenance Team and ensure rapid removal.
- Conduct pre-start/use inspections of plant and equipment on a daily basis and report all faults/defects to the Building Maintenance Supervisor.
- Maintain a quarterly register of equipment in the allocated service vehicle.
- Utilise a variety of tools and equipment in a safe and competent manner in accordance with manual handling procedures.
- Proactively undertake regular inspections of City owned building assets and determine priorities in conjunction with the Building Maintenance Supervisor.

- Organise and prioritise competing tasks and work both autonomously and as part of a team.
- Liaise professionally with internal and external stakeholders, obtain quotes and ensure outcomes are met in a timely manner.
- Takes responsibility to ensure quality of services meet the expectations of the organisation.
- This position may also be required to respond to out of hour emergencies.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required
- **Values** - create a positive working environment while upholding the City's STARS:

SERVICE

- *We will make customers the focus of everything we do.*
- *Our service will be fair, flexible, innovative and reliable.*
- *We will show genuine concern for customers.*

<p>TRUST</p> <ul style="list-style-type: none"> • We will trust the foundation of all relationships. • We will rely and depend on each other. • Our communications will be open and genuine.
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • We will honour our commitments. • We will take responsibility for our own actions. • We won't blame others. • We will hold each other accountable for our actions and behaviours.
<p>RESPECT</p> <ul style="list-style-type: none"> • We will treat others like we would like to be treated. • We will listen before we talk. • We will seek and value the contributions of others.
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • We will be united in our decisions. • We will be united in our actions. • Our strengths will come from interdependence.

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Trade level qualification (preferably Carpentry) and/or experience with relevant certificate level qualification
- C Class Driver's Licence
- Construction White Card
- First Aid Certificate (Desirable)
- Relevant experience in building construction and maintenance practices
- Safety related qualifications such as working at heights and confined space entry (Desirable)

Knowledge and Skills

- Demonstrated knowledge of how to operate safely in accordance with Workplace Health and Safety policies and procedures and Work Safe regulations
- Relevant knowledge and aptitude to undertake building maintenance projects as directed, including preventive and emergency maintenance such as the installation of locks and doors, general carpentry and painting
- Demonstrated ability to organise and prioritise own work to achieve goals and meet deadlines, under limited supervision
- Sound interpersonal, written and verbal communication skills

- Basic computer skills
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles