

<b>POSITION TITLE</b>	<b>Senior Facilities Officer</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Technical Services</b>
<b>LOCATION</b>	<b>Kowa Street Depot Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 3</b>
<b>REPORTS TO</b>	<b>Coordinator Facilities</b>

### Department Summary

The Infrastructure Services Department is responsible for the planning & delivery of Council's capital works and major operational works programs.

Department business units include:

- Assets & Projects
- Technical Services
- Works
- Water & Waste

### Group Summary

Facilities provide coordinated, logistic and strategic management functions for asset management, aiming to streamline and enhance the facilities functions of the Region.

### Position Summary

The Senior Facilities Officer is responsible for ensuring Council's facilities are operated, administered and developed to the highest possible standard, on time and within budget in accordance with Council strategies and policies. The position supports Council's facilities management functions, including buildings, depots, community facilities and aerodromes.

### Key Responsibilities

- Support the management of Council's facilities including the coordination of internal staff and external contractors to deliver Council facilities services
- Provide prompt referral and direction to customers, management committees, and timely, accurate written correspondence
- Provide high quality customer service to internal and external stakeholders including liaising and negotiating with customers to determine the level of service appropriate to their requirements
- Develop and maintain sound partnerships and effective relationships with internal and external stakeholders and refer issues to the Facilities Coordinator if required
- Ensure compliance with Council's policies, procedures and booking systems when providing hirers with access to Council facilities
- Undertake regular inspections of facilities to check compliance with legal and statutory requirements and ensure that Council policy and standards relating to the operation and management of facilities is being met

- Monitor and respond to the day to day requirements of Council's facilities operation including the Customer Request Management System and arranging for payment of purchase orders and invoices for all external contractors. Ensure that Council response times to customer requests are maintained
- Monitor compliance by the occupant (organisations/tenants) in relation to the provision of lease/occupancy agreements, financial and other information requirements and appropriately resolve any issues of non-compliance
- Collate and prepare statistical monthly reports, correspondence and other documents related to the provision and management of community facilities in accordance with Council requirements
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Knowledge of Local Government operations including knowledge of policies and legislation specific to Facilities
- Sound analytical, problem solving, decision making and issue resolution skills
- Ability to work effectively independently and in a multi-disciplinary team
- Ability to prioritise a diverse range of tasks within challenging deadlines and have exceptional attention to detail, ensuring accuracy and timeliness of work
- Effective verbal, written and interpersonal communication skills with the ability to communicate with internal and external stakeholders in a professional, customer service orientated capacity
- Competency in the use of computer based databases, systems, applications and hardware
- Ability to adapt to change in a dynamic work environment and contribute ideas for continual improvement within the scope of the position

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C Class driver's licence
- Significant experience in a procedural/regulatory compliance administration role
- Experience maintaining hard and soft copy files in a complementary manner
- Demonstrated experience utilising a high standard of oral, written and interpersonal communication in a professional working environment

#### ***Desirable***

- A relevant Certificate III qualification and 3+ years of relevant industry experience
- Previous experience working with Local Government and/or relevant legislative frameworks

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WH&S legislation. Additionally, employees must work in accordance with council's Safety Management System – SAFE PLAN.

Workers responsibilities for WH&S include:

- Performing all work in a safe manner
- Complying with all documented policies, procedures and work instructions
- In consultation with the Supervisor and fellow workers, identifying hazards, performing risk assessments, and taking corrective actions to eliminate hazards where possible in the workplace
- Ensuring all incidents, including near misses are reported to your supervisor as soon as possible
- Compliance with Schedule S3 WHS Responsibility Statement as attached

## SCHEDULE S3

### WHS RESPONSIBILITY STATEMENT

#### Workers

All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council's WH&S Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox, team talks or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officer
12. Report any safety concerns to your supervisor

I have read and understand the above Position Description and Work Health & Safety Responsibility Statement					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	