

<b>POSITION TITLE</b>	<b>Facilities Assets 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 4</b>
<b>REPORTS TO</b>	<b>Coordinator Facilities</b>

### Department Summary

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

Department business units include:

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

### Group Summary

The Technical Services Group is responsible for the assessment, program development and operation of a wide variety of issues related to building infrastructure, aerodromes, fleet and workshop, design for capital works, survey, traffic and general investigations and the management and operation of the soils laboratory.

### Position Summary

The Facilities Assets Officer is responsible for data collection, assessment and program development for a wide variety of issues primarily related to building and facilities infrastructure.

### Key Responsibilities

- Assist the Coordinator Facilities to progressively develop and maintain an annual, three (3) and 10-year program of assets renewals within the facilities portfolio, in consultation with relevant stakeholders
- Assist to develop and lead minor facility projects, from concept through to close out, including planning, procurement, construction, capitalisation and handover to client
- Assist to develop, prioritise and manage the delivery of maintenance programs to ensure the sound operation of Council facilities
- Investigate, evaluate and report on the type, condition and maintenance of Council's facilities
- Maintain, analyse and develop MSC's operational asset registers with particular attention to the collation of records detailing asset deficiencies and the identification of infrastructure defects
- Assist to develop and implement facility risk management strategies and preparing concepts and estimates for inclusion in reports to Council
- Assist with the delivery of inspection programs for other asset classes as directed
- Lead delivery of night asset audits (for example street and facility lighting etc)
- Be available for the after-hours call out roster
- Other reasonable duties as directed from time to time

## **Skills and Knowledge**

- Knowledge of building construction and maintenance principles in the development of cost estimates for management of assets with the ability to interpret industry standards and apply best practice
- Possess strong interpersonal skills with an ability to resolve conflict, effectively communicate (both written and verbal) and problem solve when dealing with stakeholders in a Local Government context
- High level customer service skills with the ability to prioritise and manage multiple tasks with competing deadlines
- Demonstrated ability to work in a team and/or independently while adhering to specified time frames to achieve organisational objectives
- Sound computer literacy with the ability to utilise data bases and Microsoft Office applications as well as engineering, asset management software and geographic information systems

## **Qualifications and Experience**

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

- Current Queensland C Class driver's licence
- Tertiary qualifications in building construction (Certificate IV, Associate Diploma or similar) and/or equivalent relevant industry experience in the building construction industry or in Local Government infrastructure
- Qualifications and/or equivalent relevant experience in asset management, and/or maintenance management, and/or risk management and/or estimating building projects
- Queensland Construction White Card, or National equivalent

### ***Desirable***

- Strong working knowledge of IT systems including MS Project, MS Excel, Geographic Information Systems (GIS) and Technology One applications
- Strong working knowledge of the National Construction Code
- Formal training in Facility auditing, evaluations and reporting

## **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

## **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

**SCHEDULE S3**

**WHS RESPONSIBILITY STATEMENT**

**Workers**

All employees have a legal obligation to comply with WHS legislation, the Council 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 you keep up to date and comply with WHS legislation and 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 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 talks, team discussions 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 officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant to this position.

I have read and understand the above position description and WHS Responsibility Statement S3					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	