



Position Details

Position title:	Building Maintenance Officer
Award Classification:	Band 6
Department:	Property and Assets
Division:	Operations and Infrastructure
Date Approved:	July 2024
Approved By:	Property and Assets Manager

Organisational Relationships:

Reports To:	Coordinator Building Maintenance
Supervises:	External Contractors
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors, Tenants of Council owned and managed properties.

Position Objectives

- Ensure that Council buildings are maintained for compliance with all statutory regulations, standards and Codes of Practice
- Monitor and manage work within annual budgets for maintenance works on Council buildings
- Administer Work Order trade services for scheduled and reactive maintenance in designated Council buildings and assets across the municipality.

Key Responsibilities and Duties

- Ensure that Council buildings and related services are maintained to provide a safe and acceptable environment for the all users and in compliance with safety standards



- Administer and supervise various allocated works in designated areas across all Building Maintenance service contracts
- Certify all building works are completed to an appropriate standard including and ensuring all OHS considerations and obligations are carried out by contractors
- Ensure building audits are undertaken and results of audits actioned, and records stored in appropriate area
- Provide technical expertise in minor and major tender services evaluation panels when required
- Be responsible for the management of maintenance across a designated number of buildings and assets that includes scheduled and reactive maintenance.

Accountability and Extent of Authority

- Work within budgetary guidelines for maintenance works on Council buildings
- Liaise with the Coordinator Building Maintenance on matters considered being outside normal maintenance works, including refurbishment works of Council buildings
- Assist with the planning of building works/alterations
- To be available afterhours duties for problems relating to council properties (rostered) as required
- Assist in keeping building occupiers, service providers, customers and other stakeholders informed on building maintenance and other works
- Ensure all decisions are documented and all documentation is managed in accordance with CoPP records management procedures within OneCouncil
- Issue Work Orders, maintain Customer Requests, request quotes and ensure value for money for works completed.

Judgement and Decision Making

- Ability to problem solve on issues related to building maintenance
- Make decisions within delegation to facilitate solutions for maintenance, building or service problems.

Specialist Skills and Knowledge

- Working knowledge of the Australian Building Code and other legislative and common law requirements relating to public buildings.
- Demonstrated knowledge and/or experience of building maintenance services.

Management Skills

- Ability to work within financial constraints on a predetermined program of works



- Experience in directing and negotiating with trades people on specific building works requirements
- Capability to plan daily and project work requirements
- Capacity to work as part of a team and participate in the forward planning of building maintenance services.

Interpersonal Skills

- Ability to liaise with senior management, Council employees, contractors and building managers in relation to building services, service levels and contractor performance.
- High level of verbal and written communication skills
- Ability to prioritise work
- Build relationships.

Qualifications and Experience

- Relevant tertiary or trade qualification and/or commensurate experience in building services, project management or facility management
- Good knowledge of asset management systems (OneCouncil), Procurement and Financial, Mapping and other relevant computer applications and software
- Full and valid Victorian Driver Licence.

Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification
- Working with Children Check.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of



responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- Experience in managing service and trade contracts in the context of the public sector or similar
- Managing customer requests in a timely manner ensuring all service levels agreements are met
- Provision of high level customer service to both internal and external clients
- Working knowledge of the Australian Building Code and other legislative and common law requirements relating to public buildings
- High level written and verbal communication skills
- Proven initiative and ability to seek solutions to problems as they arise in relation to internal workflows and operational scenarios
- Demonstrated proficiency in computer skills pertaining to building maintenance services, specifically the Microsoft Office suite, Asset Management/ Work Orders and financial systems or equivalent
- Demonstrated willingness to undertake new tasks and learn new skills.



City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.