



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	FACILITIES OPERATIONS & MAINTENANCE OFFICER – SALISBURY COMMUNITY HUB (SCH)
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT (as amended or replaced)
CLASSIFICATION:	MOA Level – 3
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / URBAN, RECREATION AND NATURAL ASSETS / BUILDING ASSETS ELECTRICAL AND ENERGY MANAGEMENT
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	TEAM LEADER – BUILDING ASSETS, ELECTRICAL AND ENERGY MANAGEMENT
DIRECT REPORTS:	NIL
POSITION NUMBER:	001319

POSITION OBJECTIVES:	<p>Reporting to the Team Leader Building Assets, Electrical and Energy Management, the Facilities Operations and Maintenance Officer is responsible for the day to day coordination of all building maintenance and curation of functions at the Salisbury Community Hub.</p> <p>This role will have significant interactions with external stakeholders, the incumbent should ensure that users of Council facilities have a good customer experience.</p>
VALUES AND BEHAVIOURS:	<p>These Values empower us to Reach towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up if it is not respectful • Look after the wellbeing of ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do

	<ul style="list-style-type: none"> • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Imagine new futures and look for new opportunities • Make a positive difference
KEY RESPONSIBILITIES:	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The position is the first point of contact for day to day Operations at Council facilities. • Undertake day to day operational activities such as minor maintenance, set-up and climate and lighting control, as required at the Salisbury Community Hub providing high quality and timely customer service. • Plan stock and inventories required for the Salisbury Community Hub. • Timely preparation of Council buildings and facilities for events and functions occurring at the Salisbury Community Hub. • Coordinate and maintain any BMS requirements for room bookings and corporate requirements to accommodate the relevant temperature and lighting requirements. • Ensure that inventory of stock is adequate for staff use at the Salisbury Community hub. <p>Contributes to:</p> <ul style="list-style-type: none"> • Supports the coordination of day to day maintenance at Council's recreation and community centres. • The development and implementation of safe work method statements (SWMs) in the relevant functional area. • Activities associated with maintenance contracts such as contractor induction, checking on quality of work, issue keys, identification • Supports the Events Team by ensuring that the facility and associated assets meet event requirements. • Contributes to the operationalisation of Council's enterprise risk management framework (ERM). <p>Continuous Improvement:</p> <ul style="list-style-type: none"> • Facilitate the continuous improvement of work practices and associated systems and processes, including identifying areas for improvement considering broader organisational requirements • Ensure continuous improvement initiatives have considered broader organisational requirements. • Actively promote a culture of continuous improvement.
WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.

	<ul style="list-style-type: none"> • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Qualifications in a building related discipline and/or significant experience managing the maintenance of a large multi-purpose building/facility. • Significant experience in undertaking minor building maintenance and repairs and using hand tools in a safe, compliant manner. • Exceptional time management skills. • Exceptional interpersonal and customer service skills, including high level of personal appearance and presentation. • Sound knowledge in computer skills and experience in using various software packages. • Sound knowledge and understanding of, and applying Work Health & Safety guidelines, work instructions etc. • Sound literacy and numeracy skills. • Sound written and verbal communication skills. • significant experience organising and coordinating staff and oversee external contractors that are on site. • Sound knowledge in interpreting plans and specifications. • High level of problem solving skills from a operation and maintenance perspective. • Significant experience operating electric hand tools and other small plant and equipment.
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Significant experience in operating and maintaining a BMS (Building Management System) highly regarded. • Significant experience in using software programs such as Confirm Connect, Finance 1, Dataworks and Microsoft Office Suite.

	<ul style="list-style-type: none"> • Sound knowledge of legislation, regulations and Australian Standards. • Sound \knowledge of the BCA (Building Code of Australia).
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Some work after hours may be required which will be subject to the service requirements and scheduled events at the Salisbury Community Hub. • Required to be a Fire Warden and First Aid Officer at the Salisbury Community Hub. • Hours of work as per roster, between 8.00am and 5.30pm.
EXTENT OF AUTHORITY:	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

AGREEMENT:		
POSITION INCUMBENT NAME:	SIGNATURE:	DATE: