

WHITEHORSE CITY COUNCIL

Position description

Job title: Facilities Maintenance - Minor Capital Works and Programs Officer	
Classification: Band 6	Effective Date: 7 May 2025
Reports to: Facilities Maintenance Coordinator	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To manage various maintenance and renewal programmes for Council's diverse range of buildings and community facilities, ensuring they are safe, well presented and performing efficiently.

Key Responsibilities

Position Specific Responsibilities

As part of the Facilities Maintenance team work collaboratively to deliver building maintenance and renewal programs including but not limited to:

- Management of a variety of operational and minor Capital Works programs for building related assets;
- assistance with the preparation of annual Capital Works project planning;
- supervision of maintenance contractors;
- development, implementation and budget monitoring of operational budgets and regular maintenance programmes;
- work site supervision and auditing to ensure compliance with department standards, OH&S policy, regulation & procedures;
- review and regular auditing of Safe Work Method Statements (SWMS) prepared by contractors;
- preparation of specification and tender documents for maintenance contracts and capital works;
- contributing to the development of quality, industry best practice and customer focus systems across the Facilities Maintenance entity;
- solving building management problems using references to Australian Standards, Codes of Practice, guidelines, technical knowledge and experience.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within their team.

- Apply sound financial management and regular monitoring of budgets against forecast.
- Appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: Ability to develop, monitor and report on operational and specific project budgets and prepare and assess quotations and tenders.

Staff responsibility: To provide on the job supervision for the in-house maintenance staff (Carpenter) and supervise external contractors.

Judgement and Decision Making

- Apply established techniques to new situations but identify when these are not appropriate and develop other options.
- Ability to select appropriate methods & processes to solve problems using technical knowledge and experience.
- Ability to prioritise and allocate works to external contractors, in-house staff & consultants as appropriate to minimise impact on business operations.
- Regularly brief the Facilities Maintenance Co-ordinator on budgetary, building infrastructure and building services issues in a timely manner.

Specialist Knowledge and Skills

Essential

- Knowledge and experience in building facilities maintenance, project management and/or construction.
- Knowledge of relevant Standards, Codes of Practice, OH&S, ESM Regulations, etc.
- Relevant public sector experience.
- A well-developed knowledge of, and experience in, the collection and manipulation of strategic building data to guide planned maintenance investment strategies and decisions.
- Proficiency in the use and application of computer packages – Excel, Word, Outlook, Pathway, Internet, Intranet, IOS Mobile technology and asset and works management systems.

Desirable

- Experience in the use of propriety asset management and maintenance systems including master key, access controls and CCTV systems
- Project management qualification
- Experience of effectively managing projects in liaison with community stakeholders.

Qualifications and Experience

- Technical or Trade related qualifications in a building services discipline and/or extensive relevant experience in a similar role.
- Demonstrated understanding and experience in the management of a diverse range of building operations, maintenance and capital works in complex facilities, including:
 - Undertaking building condition audits and preparation of building Maintenance programs
 - Preparation of tender documentation and contract administration relating to Building renewal and construction works.
 - Preparation documentation for scope of works, budget estimates and justification reports
 - Administration of formal trade panel contracts.
- Sound working knowledge and ability to interpret Occupational Health & Safety Act 2004, relevant safety codes and standards, Building Act, Building Regulations, Building Code of Australia, Australian Standards and in particular understanding and experience with the Essential Services Legislation's requirements.

Interpersonal Skills

- Ability to resolve issues with customers & contractors in a timely, professional & courteous manner.
- Excellent written and verbal communication skills
- Ability to write reports in field of expertise and to prepare external correspondence.

Key Relationships:

- Work closely with Capital Works Department staff
- Liaise closely with facility management & staff at all levels up to and including General Managers.
- External relationships include; External contractors, Consultants, Suppliers, Other Municipalities, Government departments & Agencies, Stakeholders and Community Groups, Residents & Customers.

Management Skills

- Ability to manage and complete a variety of technical tasks on time and within budget.
- Demonstrated time management skills and ability to plan & organise own work and set priorities to meet specific and set objectives in the most efficient way within resources available and within set timetable despite conflicting pressures.
- Ability to work successfully in a team environment as well as independently with minimal supervision.
- Ability to cooperate and communicate professionally with facility users, staff and management.
- Sound decision making skills in responding promptly to and resolving a wide range of urgent reactive building maintenance issues.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Technical or Trade related qualifications in a building related discipline and/or significant relevant experience in a similar role.
2. Demonstrated understanding and experience in the end to end delivery of building related capital renewal works. Including all associated financial management.
3. Ability to resolve issues with customers & contractors in a timely, professional & courteous manner in an environment with competing demands.
4. Demonstrated time management and decision making skills with the ability to plan & organise own work and set priorities.
5. Ability to work collaboratively within a multi-disciplined team to achieve department wide goals and show a demonstrated commitment to continuous improvements of systems and services.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
Hand/Arm Movement Tasks involve use of hand/arms			
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.			
Standing Tasks involve standing in an upright position			
Reaching Tasks involve reaching above head, and above and equal to shoulder height			
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects			
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another			

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.			
Satisfactory Vision Standard of vision required equal to that required for driver's licence			

Any other relevant comments: