

Position Description

Position Title	Coordinator Facility Maintenance
Position Number	CBFM01
Directorate	Infrastructure
Business Unit/s	Facilities, Projects & Assets
Reports to	Service Lead Facility Management
Classification	IWA - Level 9

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 249,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Reporting Relationships

This position reports to Service Lead Facility Management.

Position Overview

Co-ordinate the facility maintenance of City buildings in accordance with legislative requirements, NCC, occupational health and safety policies and practices and maintenance standards. The role requires the development of contract documents and schedules and management of contractors as well as a proactive stakeholder engagement with business units, building users and contractors.

Position Objectives

- Develop, review and co-ordinate planned and reactive maintenance programs including minor works for the City's building facilities.
- Develop, maintain and contract manage the City's Facility Maintenance contracts, including but not limited to, building maintenance, cleaning, graffiti, statutory compliance and routine maintenance.
- Ensure appropriate building inspection programs are undertaken to inform the annual maintenance program.
- Provide leadership, support, and guidance to the Facility Maintenance team.
- Review and monitor building maintenance costs as compared to approved budget allocation and verify accounts for payment and such financial reports as necessary in accordance with procedures.
- Develop, review and co-ordinate the annual building maintenance budgets, monitor and report on expenditure.
- Develop and maintain a compliant Asbestos Management Plan and register for the City.
- Develop and maintain a Facility Management Plan for the Main Administration Building.
- Identify, develop, and implement strategies, policies, systems and procedures to manage the provision of building maintenance services to the City's buildings, to enhance business unit performance and continually identify key opportunities and/or gaps in service provision.
- Develop, review and maintain an appropriate after-hours service for emergency repairs including an on-call process and attend to afterhours call outs and emergencies as required.

- Develop, maintain and revise building records and works information systems.
- Manage the City's key registers.
- Ensure all appropriate actions are taken to implement National Standard for construction work, legislative requirements, occupational health and safety policies and practices.
- Ensure that sound energy and water management principles are used in existing and future City buildings.
- Assist with the preparation and implementation of strategic and business unit plans.
- All other duties as directed by the Service Lead - Facility Management.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level

Tertiary qualification or similar in Facilities Management or a related discipline.	Desirable
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Mandatory Certificates, Licences, Tickets, Memberships, Registrations

Builder Registration Certificate or equivalent.	Desirable
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Knowledge, Skills, Experience & Abilities	
Ability to consistently demonstrate the behaviours as outlined in the City of Stirling Competency Framework in accordance with Cluster descriptors relevant to the position.	Essential
Sound negotiation skills and an ability to work in a team environment.	Essential
Effective leadership and supervisory skills.	Essential
Ability to analyse building maintenance problems, research available options and recommend innovative solutions.	Essential
Demonstrated contract management and administration skills within the facility management industry.	
Demonstrated ability in reporting, planning programs and contract management.	Essential
Demonstrated knowledge of building and facility management principles and practices.	Essential
Proven ability in preparing cost estimates for works.	Essential
Experience and knowledge of the principles of Occupational Health and Safety including related systems and processes.	Essential
Sound knowledge in the functions and structure of Local Government or similar multi-disciplined organisations.	Desirable
Strong background in budget control and financial management.	Essential
Demonstrated experience in managing multiple maintenance contracts and associated administration, for a large portfolio of buildings.	
Demonstrated ability in operational management including human resource management in a unionised environment (recruitment, development and training, performance management, disciplinary and grievance handling and workforce planning): business unit performance management and evaluation; and customer service.	Essential
Considerable experience in facility maintenance of a large portfolio of public community building facilities or similar size organisation.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date 1 July 2022	Officer	Manager Facilities, Projects & Assets

