

# Position Description

<b>POSITION TITLE</b>	Administration Coordinator, Repairs and Maintenance
<b>POSITION NUMBER</b>	102407
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	CDRC Enterprise Agreement – Level 5
<b>POSITION TYPE</b>	Permanent Full Time (38 hours per week)
<b>DIRECTORATE/PROGRAM</b>	Roads and Infrastructure / Repairs and Maintenance
<b>LOCATION/S</b>	Alice Springs
<b>SUPERVISOR</b>	Regional Manager, Repairs and Maintenance
<b>POSITIONS SUPERVISED</b>	This position has no direct reports

## PRIMARY OBJECTIVE

The Administration Coordinator, Repairs and Maintenance is responsible for providing expert, professional administrative services to the Repairs and Maintenance team for Council facilities' repairs and maintenance in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

## KEY DUTIES AND RESPONSIBILITIES

1. Provide professional administrative services to the Repairs and Maintenance team including:
  - a. Providing efficient and informed telephone, email and face to face transactions;
  - b. Providing clear communication of department requirements, processes and systems;
  - c. Providing meeting support and general enquiries, resolving complex issues and enquiries;
  - d. Maintaining facility and contract documents;
  - e. Coordinating lease and licence agreements and compliance requirements; and
  - f. Providing onboarding and induction to new employees on department processes, systems and expectations.
2. Manage contractor quotes, orders and invoices, ensuring timely processing of contractor invoices and identification of any issues with contractor performance.
3. Provide high level support for the coordination and updating of the asset register of all Council housing and facilities, ensuring it is accurately maintained and kept up to date.
4. Use the web based Repairs and Maintenance system to view issue reports, create and manage repairs and maintenance issues.
5. Provide detailed written reports and verbal updates to the Regional Manager as requested.
6. Provide assistance, coaching and mentoring to employees in areas of expertise.
7. Be engaged in an effective and proactive health, safety and wellbeing culture.
8. Any other reasonable duties delegated by the Regional Manager which are within level.

## SELECTION CRITERIA

### Essential

1. Certificate IV in a related discipline and/or extensive knowledge and skills gained through on-the-job training.
2. Demonstrated high level administrative skills and experience gained in an office environment.
3. Demonstrated superior time management skills with the ability to manage competing priorities, requests and deadlines while maintaining a high level of accuracy and attention to detail.
4. Demonstrated persuasive interpersonal skills with the ability to provide advice and resolve complex issues.
5. Proven ability to develop and maintain positive working relationships with internal and external stakeholders from a range of cultural backgrounds.
6. Demonstrated ability and experience in the effective use of relevant computer software packages, including word processing, spreadsheets, email, asset information systems or similar databases.
7. Demonstrated experience in the preparation of detailed reports.
8. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
9. Current C Class Licence.
10. Ochre Card.