POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Facilities Officer
REPORTING TO: Facilities and Assets Coordinator
LEVEL: 5
LOCATION: Alice Springs

OBJECTIVES OF THE POSITION:
Operating under the direction of the Facilities and Assets Coordinator and in accordance with Council corporate plans and policies and relevant legislation this position is responsible for:

- Supervising and working with staff involved in the maintenance and development of Building facilities and Council infrastructure.
- Managing the day-to-day operations of the Councils Facilities repairs and maintenance.
- The employee will be requested to work 38 hours per week within CDRC’s Offices hours of 8:00Am to 4:36PM. Although the position is based in Alice Springs, the employee will be required to travel to communities and stay overnight to perform duties.

DUTIES AND RESPONSIBILITIES:

- Coordinate and supervise, or schedule the activities of minor construction works across the Regional Council.
- Read specifications, such as blueprints, to determine construction requirements or to plan procedures.
- Inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met.
- Locate, measure, and mark site locations or placement of structures or equipment, using measuring and marking equipment.
- Coordinate work activities, materials, resources with other construction project activities.
- Supervise Council employees and co-ordinate resources to undertake a range of works projects in the communities.
- Maintain accurate records of timesheets and job costs.
- Ensure all tools, plant, equipment and vehicles are maintained in good working order and serviced as required and used appropriately.
- Perform those duties necessary to maintain staff housing repair and maintenance schedules.
• Provide accurate and timely reports upon request to the Facilities and Assets Coordinator and/or Executive Management Team
• Implement minor repairs and capital works within communities
• Identify works for refurbishment and repairs and maintenance
• Effectively contribute as a member of a team in the management of the community and promote a safe and harmonious work environment. This will entail fulfilling Duty of Care obligations in project safety in accordance with the NT Work Health and Safety Act
• Perform any other delegated duties which are within your competence level and area.

SELECTION CRITERIA

Essential

• An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment
• Knowledge and proven experience of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures
• Knowledge of machines and tools, including their designs, uses, repair, and maintenance
• Proven ability to liaise effectively with senior staff and to carry out work tasks as directed.
• Proven ability to work as a supervisor and maintain compatibility within a team environment and with other teams within Council
• Ability to supervise staff in a cross-cultural environment
• Well-developed oral and written communication skills
• Demonstrated knowledge of anti-discrimination and fair treatment of employees, and workplace Health and safety requirements as applicable to the position
• Proven ability to deliver housing construction and maintenance projects

Desirable

• Trade qualifications in the building and construction field or significant relevant and related experience.

Judgment and problem solving: Judgment and problem solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.

Specialist knowledge and skills: Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

Management skills: May provide higher level supervision of groups of trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions
may require an understanding and implementation of relevant employment policies and practices.

**Interpersonal skills:** Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise.

**Qualifications and experience:** Positions require working knowledge and experience of all work procedures for the application of technical, or trades skills in the most complex areas of the job and suitable qualifications, which may include:

- Diploma or Advanced Diploma; or
- Appropriate in-house training or equivalent.

**ORGANISATIONAL RELATIONSHIPS**

- **Supervises:** SITE WORKS & TRADE PEOPLE

- **Internal Liaisons:** FACILITIES & ASSEST COORDINATOR
  DIRECTOR INFRASTRUCTURE & ASSETS

- **External Liaisons:** COMMUNITIES

The Team Leader Buildings will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Provide a police clearance certificate and evidence of eligibility to work in Australia.