

Position Objective	To lead a professional Building Team in delivering safe and sustainable programed and reactive maintenance services across all trades. To deliver and continually improve building trades maintenance services, consistent with Councils' Values and Business Excellence Principles and Customer requirements.
Key Responsibilities	<ul style="list-style-type: none"> • Investigation, preparation, client negotiations and delivery of building trade services • Leadership and continuous development of a team of employees, including direct supervision of carpentry/painting trades, apprentices and contractors • Investigations, estimating scoping delivery and recording of asset maintenance • Complete site inductions • Respond to customer request • Management of contractors including contract tendering preparation and purchasing • Research and development of new technology • Respond to afterhours callouts, call and work outside normal hours • Participate in recruitment and selection • Provide technical information and advice relating to all building and construction • Source and supervise the purchase of all building supplies and materials in line with councils procurement guidelines • Work place risk, heritage and environmental management
Key Accountabilities	<ul style="list-style-type: none"> • The provision of specialist /technical service and advice to staff and clients • Completion of projects in consultation with professionals staff and authorities • The delivery of works in accordance with BCA ,Australian Standards ,Work Cover Codes of Practice ,Risk ,Heritage Environmental requirements and client standards
Extent of Authority	The role is accountable for providing independent technical /specialist services and advice in regards to the standard of service required for maintenance and improvement of facilities and assets. Requires strong leadership skills to implement workplace change and manage performance of Staff, contractors and clients .Risk, Heritage and environmental management.
Judgement & Decision Making	<ul style="list-style-type: none"> • Judgement and independent decision making on planning and managing resources (personnel ,suppliers ,equipment) ,customers communications (ie overall and specific project management of building works) • This role is required to develop or modify operational methods and practices • The Range of options available are often imprecise and the role is challenged by changing client and statutory requirements resulting in the needs to interpret operating policies in order to determine the best course of action. This role is particularly concerned with the development of more efficient work practices and people. • Manage specialised projects requiring considerable interpretation and understanding of building codes and subject matter.

Skills, Knowledge & Capacity <i>(Essential and Desirable Criteria)</i>	<p>Organisational</p> <ul style="list-style-type: none"> • Demonstrated commitment to a customer service culture and delivery of quality service. • Understanding of the Australian Business Excellence philosophy. • Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety. <p>Interpersonal</p> <ul style="list-style-type: none"> • Proven ability to communicate efficiently & positively to customers and community groups. • Exhibit behaviours consistent with Council's Values -Respect, Integrity, Teamwork, Excellence, and Safety. • Demonstrated communication abilities to lead, engage and motivate teams, other council sections, contractors & volunteers to cooperate. • Willingness to engage others constructively in the resolution of conflict. • Demonstrated commitment to lifelong learning. <p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Qualifications (Certificate 4) in building and Construction, Leadership & Management or related discipline • Minimum 5 years' experience in the delivery of maintenance, capital works projects and asset program development for facilities and assets including administration activities, supervisory and performance management appraisals. • Demonstrated professional and effective customer service response using written communication skills including sound word and excel processing abilities allowing the preparation of correspondence, reports, proposals and compilation of Business improvement performance data. • Demonstrated project management skills including preparation of project quality plans. • Demonstrated contractor management skills including the preparation and assessment of tenders • Ability to interpret legislation and regulations and developer revise procedure to comply with these requirements • Possess or have the ability to obtain accreditations and other skills as required by best industry practice or legislation • Current Driver's licence. • Availability to work outside normal working hours

POSITION DESCRIPTION APPROVED

Employee

Date
