



1. CITY OF ALBANY VALUES

- All Councillors, Staff and Volunteers at the City of Albany will be...
- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
 - **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
 - **Accountable:** for our actions - This means we will act professionally using resources responsibly (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
 - **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Technical Officer Building	Manager Engineering & Sustainability
LEVEL: Level 6, City of Albany Industrial Agreement 2023	↓
DIRECTORATE: Infrastructure, Development and Environment	Team Leader Asset Management
REPORTS TO: Building Infrastructure Officer	↓
	Building Infrastructure Officer
	↓
	Technical Officer Building

3. POSITION OBJECTIVE

This position is a key role within the Engineering & Sustainability Team to support asset management, maintenance and capital project delivery for building infrastructure.

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some context or something?
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4. KEY RESPONSIBILITIES

- General**
- Develop, scope and implement preventative maintenance schedules for the extensive building portfolio and other structures.
 - Lead capital projects from feasibility, scope, costing and project brief.
 - Prepare detailed cost estimates for a range of projects for the 10 year capital works program and confirmed budgets for the annual budget for all building renewal projects.
 - Deliver multiple substantive capital works projects each financial year.
 - Ensure projects are completed to the scope, on time, within budget and in accordance with specified standards.
 - Monitor progress and report on status of capital projects and maintenance related to buildings.
 - Responsible for Albany Spatial Data Specification submission for all completed projects.
 - Coordinate with Trades and all internal stakeholders on maintenance and capital works for all City buildings and other structures.
 - Responsible for scheduling and undertaking building condition assessments.
 - Maintaining the building inventory in CPM Assets and all associated components.
 - Working with an understanding and sensitivity of building heritage values balanced with practical project outcomes.
 - Consider and promote good asset management principles whilst undertaking duties.

- Financial**
- Comply with procurement policies and procedures, raise purchase orders, authorise payment of invoices.
 - Monitor expenditure and follow budget review processes as required when managing projects.

- Interpersonal Skills/Customer Service**
- Provide and ensure a professional and courteous service to internal and external customers.
 - Investigate and resolve customer service requests and other internal enquiries related to buildings and other structures.
 - Liaise with staff, consultants and contractors on various issues and resolve issues in the best interest of the City of Albany.

- Work Health and Safety**
- Comprehensive understanding of WHS issues relevant to the position and the skills to lead a culture of safety.
 - Take reasonable care for individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within own individual control to prevent injuries or illnesses.
 - Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
 - Abide by the City of Albany policies and procedures.
 - Advise by and review SVMS provided for high risk works.
 - Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
 - Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

5. REQUIREMENTS OF THE JOB

Skills

- Ability to provide clear directions to contractors and internal staff on building maintenance, capital works on buildings and other structures.
- Capability to negotiate disputes with contractors and other stakeholders.
- Strong ability to develop, implement and evaluate maintenance and works programs.
- Excellent project management skills to concurrently lead time constrained projects within budget.
- Computer literacy and keyboard skills, proficiency with the Microsoft suite including Teams.
- Understanding of maintenance management, asset management (inventory) software and/or GIS.
- Ability to build productive relationships with internal and external stakeholders.
- Demonstrated ability to relate positively with others. Listen, understand and communicate effectively (verbally and in writing) to different audiences.
- Demonstrated ability to prioritise workloads and use time effectively to meet agreed deadlines.
- Demonstrated ability to independently identify, analyse and resolve problems using sound judgement and effective communication.
- Attention to detail, particularly with data management, scoping of works, cost estimates and completion of works.
- General budgeting and financial management skills.
- Use of 360 degree camera for updating floor plans and condition surveys.

Knowledge

- Knowledge of local government construction and maintenance operations, standards, levels of service, budget and financial requirements, relevant legislation and policies.
- Understanding of asset management principles and condition assessment methodology.

Experience and Qualifications

- Tertiary qualification or building trade certificate and/or relevant experience sufficient to perform at this level.
- Demonstrated experience and/or qualification in project management or contract management.
- Demonstrated experience in costing works, preparing and managing a construction or maintenance budget.
- C Class Driver's Licence.
- White Card.
- National Police Clearance.
- Demonstrated experience with projects on heritage listed buildings (desirable).

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____