



INFORMATION PACKAGE

BUILDING ASSETS COORDINATOR

Applications close 4.30pm on Monday, 6 May 2019



BUILDING ASSETS COORDINATOR

Please find attached the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications.
- Position Description – Building Assets Coordinator;
(Note this document contains the essential and desirable selection criteria for the position)
- Information for Prospective Applications - includes how to submit your application.

If you have any queries regarding the position please do not hesitate to contact the Shire's Executive Manager Corporate Services, Michelle Larkworthy on 9761 0800 or via email – mlarkworthy@bridgetown.wa.gov.au

TIM CLYNCH
CHIEF EXECUTIVE OFFICER

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BUILDING ASSETS COORDINATOR

A recent organisational restructure has resulted in the new full-time position of Building Assets Coordinator being created. This position will be responsible for coordinating building maintenance and building operations (cleaning, security, etc.) of all Shire owned buildings including the development of long term building asset improvement plans.

The successful applicant will have knowledge and experience in coordinating and performing building maintenance, experience in financial management and have strong analytical skills in order to plan and manage short and long term building asset management plans.

Conditions of employment will be in accordance with Level 6 of the Local Government Officers (WA) Award and the Shire of Bridgetown-Greenbushes Enterprise Agreement. An hourly rate of \$34.8102 (annual salary of \$68,785) will be offered to the applicant that demonstrates the required qualifications and experience.

Applicants must address the Selection Criteria contained in the Information Package for the position. A package can be downloaded from the Shire website www.bridgetown.wa.gov.au or can be obtained by emailing careers@bridgetown.wa.gov.au

Your confidential application addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255, should reach this office by 4.30pm **Monday, 6 May 2019**.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER



POSITION DESCRIPTION

- 1. Title:** Building Assets Coordinator
- 2. Level:** Level 6 Local Government Officers (WA) Award Including any applicable Shire of Bridgetown-Greenbushes Enterprise Agreement

3. Position Summary

Responsible for coordinating building maintenance, building operations (cleaning, security, etc.) of all Shire owned buildings including the development of long term building asset improvement plans.

4. Position Objectives:

- Coordinate all maintenance work to properly maintain Shire facilities.
- Coordinate the cleaning of Shire facilities.
- Develop, coordinate and deliver building asset projects within budget.
- Ensure inspection regimes of Shire facilities are maintained for the purpose of identifying, reporting and repairing defects or damage.
- Set high levels of compliance for procurement and administration associated with the maintenance of Shire facilities.
- Provide an excellent level of customer service.

5. Key Duties/ Responsibilities

5.1 Operations and Administration

- Program and coordinate planned and reactive maintenance and repairs of Shire building assets/facilities.
- Develop, coordinate and deliver building assets projects.
- Plan, develop and organize a work plan for the Building Maintenance Officer.
- Program and coordinate planned cleaning and on occasions reactive cleaning of Shire facilities.
- Provide management programs for the cleaning, sanitation and function of Shire facilities, including public amenities
- Coordinate staff and/or contractor cleaning rosters.
- Inspect facilities in collaboration with facility management regarding space/fixtures for deterioration, cleanliness and orderliness.

- Coordinate space, furniture and equipment tasks (inventory) with facility management.
- Determine the use of internal resources or external contractors for building maintenance and capital projects/tasks.
- Develop and manage building maintenance and cleaning procedures and standard work practices.
- Inspect and assure quality control of all work performed.
- Manage contractors to achieve timeline and financial efficiency
- Supervise, coach, train and motivate staff.
- Manage service agreements with external contractors for specific service provision.
- Provide supervision and direction to the Shire's Building Maintenance Officer, cleaners and/or appointed contractors.
- Through electronic and other means, order and maintain adequate inventory of materials and supplies, for maintenance, repair and proper functioning of facilities and all assigned equipment.
- Monitor security alarms/monitoring where installed in Shire facilities.
- Respond to customer service requests and other public queries in relation to maintenance, cleaning, security and related operations of Shire facilities.
- Develop and maintain an approved contractors list with the aim of having multiple qualified and insured contractors in each building trade area.

5.2 Integrated Planning

- Participate and contribute to the asset management programs of the Shire.
- Manage and maintain the building assets data base, including the collection of new data.
- Coordinate the development/preparation of long term building asset plans including the identification of projects and appropriate cost estimating.
- Document and record maintenance, renewal and upgrade works.

5.3 Financial Management

- Deliver the annual building maintenance, capital building works and building operations within budget.
- Participate in the preparation of the annual budget forecasts (income and expenditure).
- Participate in the annual budget review process.
- Closely monitor financial performance (actuals to forecast).
- Identify areas of poor financial performance quickly and develop proposals to rectify for consideration.
- Work co-operatively and collaboratively with facility co-ordinators/managers to implement actions in a timely, cost efficient fashion with minimal disruption to service delivery.
- Approve expenditure within delegated limits.
- Ensure procurement is compliant with relevant legislation and Shire policies/procedures.

5.4 Other

- Adhere to Occupational Health & Safety Act 1984 and Shire policies in all areas of operations.
- Implement, conduct and ensure due diligence of all health and safety matters including training, risk assessments, workplace inspections, investigations, procedures and correcting hazards.
- Maintain good relations with the general public and promote the Shire/Council's operations in a professional manner at all times.
- Undertake other duties as directed.

6. **Skills/Selection Criteria**

Essential

- Experience in coordinating and performing building maintenance.
- Strong analytical skills and the ability to plan and manage the maintenance and repair of building assets
- Experience in financial management, budgeting and monitoring budgets.
- Experience in supervising staff.
- Experience in supervising contractors.
- Good communications skills with highly developed record keeping, administrative and problem solving skills.
- Good computer skills, including proficiency in Microsoft Office suite and an ability to develop spreadsheets and data bases.
- Highly developed time management skills.
- Hold a current "C" class motor drivers licence

Desirable

- Local Government experience.
- Knowledge of Building Code of Australia and associated standards.
- Knowledge of asset management planning for buildings including 'whole of life costing' and cost/benefit analysis.
- Experience in managing cleaning programs.
- Knowledge of security alarms systems and monitoring.

7. **Organizational Relationships**

7.1 **Responsible to:**

Executive Manager Corporate Services

7.2 **Supervision of:**

Building Maintenance Officer

Cleaners

Contractors

8. **EXTENT OF AUTHORITY:**

Operates under overall direction of the Executive Manager Corporate Services

Signature _____ Date _____

Print Name _____

Witness signature _____ Date _____

Print Name _____

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity:

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application:

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***Do not submit original copies of references.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***Do not submit original certificates of your qualifications or academic records.***
6. **Please do not submit applications in plastic folders** or include original documents. All documentation should be stapled together in the top left-hand side of the application.

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application:

1. Your application must be marked “**Confidential – Human Resources Coordinator**” on the envelope, and addressed as follows:
Chief Executive Officer
Shire of Bridgetown-Greenbushes
P O Box 271
BRIDGETOWN WA 6255
2. Applications must reach our offices no later than the specified closing date. Applications will be accepted by email before the deadline via email to careers@bridgetown.wa.gov.au
3. For reasons of equity, late applications will not be accepted. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach us before the closing time.

Acknowledgment of Applications:

All applicants will be notified in writing (after the closing period) that their applications have been received within the required time-frame.

The Interview Process:

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Recommended Applicant:

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from the Shire’s Medical Officer (at the Shire’s expense).
- Produce a current **National Police clearance** (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate or current passport. This requirement is necessary to comply with a requirement of another law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.

- Documented evidence of **legal entitlement to work** unrestricted in Australia (if relevant).
- Produce **original or certified copies** of all relevant qualifications and licences.

Other Requirements:

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Clause
- Acceptance of the Letter of Appointment
- Position Description for the job
- Statutory Declaration in relation to current Drivers Licence (if relevant)

Queries:

If you have queries about any aspect of the position or filling out your application please contact Michelle Larkworthy on 08 9761 0800,

For information on the Shire of Bridgetown-Greenbushes, visit our website at www.bridgetown.wa.gov.au