



INFORMATION PACKAGE

MANAGER BUILDING ASSETS AND PROJECTS



MANAGER BUILDING ASSETS AND PROJECTS

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

- Copy of advertisement
- Salary Package Details
- Position Description – Manager Building Assets and Projects
(Note this document contains the essential and desirable selection criteria for the position)

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

ADVERTISEMENT



MANAGER BUILDING ASSETS AND PROJECTS

A recent organisational restructure has resulted in the new full-time position of Manager Building Assets and Projects being created. This position will be responsible for:

- Coordinating building maintenance and building operations (cleaning, security, etc.) of all Shire owned buildings;
- Development of long term building asset improvement plans;
- Project management of construction projects; and
- Coordination of contract management throughout the organisation.

The successful applicant will have knowledge and experience in coordinating and performing building maintenance, experience in financial management and project 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 the Local Government Officers (WA) Award and the Shire of Bridgetown-Greenbushes Enterprise Agreement. The position is to be offered as an initial '3 year contract' with a negotiated salary up to \$85,000 per annum, four weeks annual leave, up to 12.5% superannuation in accordance with Council Policy and commuter use of a Shire vehicle.

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, 30 September 2019**.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER

MANAGER BUILDING ASSETS AND PROJECTS

SALARY PACKAGE DETAILS

A total salary package of up to \$93,075 per annum will be negotiated with the successful applicant, which includes a salary component of up to \$85,000, superannuation and commuter use of a Council vehicle. The extent of salary and salary package to the successful applicant will be dependent upon qualifications, skills and experience.

The components of this salary package are:

Salary

Up to \$85,000

Superannuation

- 9.5% employer compulsory contribution
- Under Council's 'Supplementary Superannuation Contributions for Employees' Policy an employee can make an additional 5% voluntary superannuation contribution to receive a part matching 3% superannuation contribution from the employer.

Commuter Use of Shire Vehicle

The employee will have commuter use of a Shire vehicle, (currently a dual cab utility). Commuter use allows the Shire vehicle to be driven from home to work and vice-versa, in the most direct route it is accepted that the direct route to the office may not always be appropriate as there may be works to inspect before the employee chooses to go to the office.

Even though the term "commuter use" suggests a direct route from home to work, "de minimis" use of the Shire vehicle along the route is permitted. "De minimis" means a benefit that, considering its value and the frequency with which it is provided, is so small as to make accounting for it unreasonable or impractical. Under this term it is acceptable if on the way to or from work the employee occasionally may need to stop off and pay a bill or pick up some groceries. Deviating significantly off the employee's normal route to undertake such tasks would however not be permitted.

Housing

Note the Shire doesn't have any housing for this position and the successful applicant will be required to arrange provision of their own housing. The successful applicant is able to discuss with the CEO any potential salary sacrifice arrangements for a housing rental.

Relocation Expenses

The successful applicant can request a contribution towards relocation expenses where provided by a commercial furniture remover. The amount of contribution will be determined via negotiation having regard to the estimated cost. Such contribution will not exceed 50% of the costs.



POSITION DESCRIPTION

1. **Title:** Manager Building Assets and Projects

2. **Level:** Contract Position

3. **Position Summary**

Responsible for:

- Coordinating building maintenance and building operations (cleaning, security, etc.) of all Shire owned buildings;
- Developing long term building asset improvement plans;
- Ensure the effective, efficient and timely planning, coordination and delivery of Council's major and minor building projects; and
- Ensure consistent management of building asset projects (buildings, structures, parkland infrastructure, etc.) and associated contracts.

4. **Position Objectives:**

- Coordinate all maintenance work to properly maintain Shire buildings and built facilities.
- Coordinate/manage the cleaning of Shire facilities.
- Develop, manage, coordinate and deliver building asset projects within budget and project timelines.
- 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, administration and contract management associated with the maintenance of Shire buildings and built facilities.
- Develop building asset improvement plans that feed into development of the annual budget.
- 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 coordinators/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 Project Management

- Deliver building asset projects on time, within budget and scope as required.
- Prepare and manage contract documentation and specifications for capital works.
- Award and administer contracts.
- Develop project plans including the identification of project dependencies, critical paths, budgets, compliance, timelines, risks and contingencies.
- Maintain an effective system to record and monitor project variations.
- Maintain effective project and contract management systems to monitor and report project expenditure against budget and forecast project costs.
- Set and manage project expectations with project team members and other stakeholders.
- Develop and maintain contract quality control procedures to ensure contractors meet specified standards and safety requirements.

5.5 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, project management and contract management.
- 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
 Building Assets Administration 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 _____