

JOB TITLE Coordinator Facilities Maintenance	CLASSIFICATION Band 8	REPORTS TO Manager City Operations
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WHAT WE TRUST YOU TO DELIVER



- Manage the preparation, development and review of building maintenance service contracts across a diverse building portfolio, and provide technical advice when liaising with various stakeholders
- Manage a diverse portfolio that includes Council's building maintenance, graffiti maintenance and security portfolio
- Lead a diverse team, contribute to their professional development and provide support, advice and guidance to ensure the achievement of unit and organisational objectives
- Coordinate the maintenance of Council's building services to maintain continuity of operations, minimise disruption to organisational activities and continually improve the sustainability of building operations
- Work with the Asset Management Team to determine asset life cycle scoping to underpin the effective planning of maintenance activities and heritage requirements
- Ensure high quality maintenance is undertaken and meets appropriate safety, quality and legislative requirements
- Coordinate the successful delivery of minor to medium building capital works projects within set timelines & budgets

WHAT YOU'LL NEED TO THRIVE



- High degree of knowledge and expertise in asset management, project management, engineering, planning, investigation and design, particularly in the area of building maintenance or facilities management
- Proven capacity to effectively contribute improvement initiatives and support the service functions of a diverse building maintenance and contractor portfolio
- Detailed knowledge and familiarity with specialist building asset management systems, tools and software
- Significant demonstrated experience managing contractors in maintenance, construction and/or refurbishment
- Demonstrated experience in quality management, continuous improvement, and Best Value principles and practices, and an understanding of long-term organisational goals
- Highly developed communication skills including the ability to successfully collaborate and problem solve with a wide range of stakeholders and building users
- Demonstrated experience in budget management, leadership, personnel management and the ability to motivate team members to achieve unit objectives
- Tertiary qualification in Engineering, Facilities Management, Project Management or similar field, together with relevant industry experience

WHAT WE'LL DO TO SUPPORT YOU



- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long term growth and career development.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community
VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Technology Savvy	Systems Thinking	Inspiring People	Customer Centric
LEVEL	4	4	5	5
CAPABILITY	Developing self & others	Building Relationships	Communicating & Presenting	Delivering results
LEVEL	5	5	5	5