

# Position Description

## Team Leader – Facilities Maintenance



<b>Current Incumbent:</b>	
<b>Position number:</b>	274-1
<b>Department:</b>	Property and Assets
<b>Directorate:</b>	Infrastructure
<b>Classification:</b>	Within (Indoor) Band 6 of the Moira Shire EA
<b>Award:</b>	<i>Victorian Local Authorities Award 2001</i>

### Role Purpose and Objectives

- The Team Leader Facilities Maintenance is responsible for the effective management of the maintenance officers team, and maintenance and contracting of Council-owned buildings and facilities. This role ensures safe, clean, and functional environments for staff and community use by coordinating maintenance activities, managing service contracts, and delivering planned and reactive works in line with Council standards and compliance requirements.

### Organisational Relationships

**Reports to:** Coordinator Facilities Maintenance

**Supervises / Manages:** Building maintenance officers

Civic Events Officer

Contractors

**Internal Liaisons:**

Coordinator Parks

Coordinators Works and Services

Coordinator Property

Coordinator Assets

Manager Property and Assets

Operations staff

All other Council Staff

**External Liaisons:**

General public

Officers in Local, State and Federal Government Departments and Authorities

Consultants and contractors

Section 86 committees/ Community Asset Committees

Community organisations

Community members

Suppliers

### Key Responsibilities and Functions

#### Team Supervision & Management

- Ensure that team meetings are undertaken on a regular basis with the facilities maintenance and Event Officers
- Complete regular site visits to discuss work practices with maintenance staff and to identify opportunities for improvement.
- Undertake staff performance appraisals, as directed.
- Advise on selection of contractors, supervise contractors, as directed to ensure compliance and provide progress reports.

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- Participate in knowledge/skills developmental training, and OH&S training as directed.
- Identify, record and report staff training needs.
- Assign staff, allocate resources and participate in overall work performance.
- Supervise and provide assistance where necessary to the Events Officer, ensuring Council assets across the Shire are efficiently operated and maintained.

### Facilities Maintenance

- Effectively lead a responsive, cyclic and long term maintenance service delivery process to achieve high client satisfaction outcomes whilst operating within financial perimeters.
- Ensure that all Council owned and occupied properties & Essential Services meet legislative requirements.
- Develop and review processes for receiving, recording and resolving customer maintenance requests and for the completion of other unplanned maintenance tasks on Councils building assets. Processes are to be developed and reviewed in consultation with the customer service team.
- Ensure that all maintenance activities (planned and unplanned) are recorded, and processes are developed in consultation with the Assets team for entering maintenance data into the Conquest asset management system.
- Ensure that all maintenance work undertaken complies with Council's specified standards, ensuring the highest standards possible within budgetary limitations.
- Develop and implement building maintenance plans and schedules and where required undertake building maintenance contract supervision.
  - Asbestos register and signage, essential safety measures, fire services & test and tagging, electrical safety, pest control, pump systems, HVAC management, gutter cleaning, generator maintenance,
- Essential Safety Measures, fire Services
- Operations Support of Pools & Sports and Recreational Facility's,
- Operational Support of Capital Renewal Programs,
- Procurement activities such as raising purchase orders for operational and capital works.
- Advise Council employees working in Council buildings subject to new/renewal works.

### General Duties

- Ensure strict confidentiality in any matter which may affect Council's ability to negotiate effectively with suppliers and/or contractors.
- Participate in afterhours call out phone and standby duty roster.
- Ensure that all assigned plant and equipment is returned to a depot, or otherwise securely stored at end of shift.
- Report daily, any observed damage to Council assets.
- Report safety hazards and incidents in Council's nominated safety system and respond as required.
- Accurately record daily work activities for reporting to Coordinator Facilities Maintenance.

*Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.*

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### Position Descriptors

#### Accountability and Extent of Authority

- This position is accountable to the Coordinator Facilities Maintenance.
- Freedom to act is set by clear objectives and/or budgets, frequent consultation and regular reporting.
- Provision of advice to clients within area of responsibility that is in accordance with Council policy guidelines and Managements direction.
- Freedom is subject to regulations, policies and regular supervision.
- Responsible for the security and maintenance of assigned plant and equipment.
- This position has as its prime responsibility, the maintenance and construction of Moira Shire Council's building assets & Technical functioning.
- Officer is required to have formal input into policy development.

#### Judgement and Decision Making

- This position will require judgment and decision making based on specialist knowledge of current building maintenance techniques, materials, standards and legislation.
- Ability to prioritise workloads within tight timelines.
- Problems are occasionally of a complex nature with solutions related to previously encountered situations. A degree of creativity and innovative thinking is required.
- Guidance and advice is usually available.

#### Specialist Skills and Knowledge

- Good understanding and knowledge of Automation Systems & current building maintenance techniques, materials, standards and legislation.
- Sound knowledge of acceptable standards in construction, contract supervision and works inspections.
- Knowledge in the preparation of project bids for new/renewal capital and maintenance works.
- Demonstrated ability to assist in investigating issues and produce reports.

#### Management Skills

- Ability to work with minimum supervision, set priorities and plan and organise one's own work and assist the relevant Manager.
- Demonstrated ability to supervise and support a team to achieve team goals and objectives.
- Commitment to the ongoing implementation and management of Council's Quality and Occupational Health and Safety Systems, EEO and Customer Service.

#### Interpersonal Skills

- High level of oral and written communication skills with clients, other employees and members of the public.
- Capacity to develop networks with relevant external organisations.
- Demonstrated commitment to teamwork and the maintenance of a supportive work environment.

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### Key Selection Criteria

- Demonstrable experience in staff management and supervision
- Highly developed organisational and administrative skills as well as excellent time management skills including the ability to identify workload priorities and meet deadlines
- In depth knowledge of OHS regulations and how to apply them to the workplace
- Demonstrable knowledge and experience in customer service or a customer-based role
- Keyboard and computer skills

### Essential qualifications and experience

- experience or qualification in an appropriate field of construction and maintenance of assets
- Demonstrable experience in staff management, supervision and or contractor management
- Microsoft Suite experience.
- Car license

### Desirable qualifications and experience

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- The ability to assist in the preparation of building asset management plans, annual capital works program, lifecycle maintenance planning and budget forecasting.
- Experience in developing and implementing building facility maintenance plans and schedules

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### Licenses and mandatory requirements

- Car License
- White Card/Construction Induction Card
- National Police Check (or willingness to complete)

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### Inherent physical requirements

High

Working at a desk in a sitting or standing position








- Medium
  - Driving in a vehicle to various sites around the Shire.
- Low
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### Core Competencies (As defined in the Moira Core Competency Framework)

Moirai Value	Competency	Role requirement
 Respect	<ul style="list-style-type: none"> <li>Community and customer focus</li> <li>Plan and prioritise</li> </ul>	Tier 1 Tier 1
 Honesty	<ul style="list-style-type: none"> <li>Communicate and engage</li> <li>Display resilience and adaptability</li> </ul>	Tier 2 Tier 1
 Accountability	<ul style="list-style-type: none"> <li>Demonstrate accountability</li> <li>Deliver results</li> </ul>	Tier 1 Tier 2
 Teamwork	<ul style="list-style-type: none"> <li>Create, innovate and solve problems</li> <li>Work together</li> </ul>	Tier 1 Tier 1
 Integrity	<ul style="list-style-type: none"> <li>Manage self</li> <li>Act with integrity</li> </ul>	Tier 1 Tier 2
 Safety	<ul style="list-style-type: none"> <li>Actively contribute to the protection of the workforce's health, safety and wellbeing</li> </ul>	Tier 2
 People Leadership	<ul style="list-style-type: none"> <li>Manage and develop people</li> <li>Lead and manage change</li> <li>Think and act strategically</li> <li>Inspire direction and purpose</li> </ul>	Tier E Tier E Tier 1 Tier E

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### Shared Organisational Responsibilities

#### Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

#### Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

#### Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

#### Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

#### Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

#### Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

#### Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

#### Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

#### Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.

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### [Review of this Position Description](#)

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

