

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Assets Maintenance Coordinator	Designation & Classification Level	Level 5
Position No	1030	Division	Infrastructure Services & Planning
Business Unit	Assets	Reports To	Assets Manager
Location	Katherine	Date Created	September 2021
2. POSITION CONTEXT			
Position Summary/ Purpose	<p>The Assets Maintenance Coordinator will be responsible for providing maintenance services for Roper Gulf Regional Council, building and infrastructure (e.g. offices, maintenance sheds, and equipment). The Assets Maintenance Coordinator will provide the Assets Manager with information to prepare and manage the councils Asset Management Plan. To manage and/or conduct regular and emergency maintenance on council building and infrastructure assets.</p>		
3. KEY RESPONSIBILITIES			
<p>1. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> • Monitor the Assets Maintenance Desk / DoneSafe Database daily by receiving and processing maintenance requests in an efficient, effective and cost-effective manner. • Assist with budget allocations and ensure financial practices are being adhered to and met. • Conduct regular asset inspections including 6-monthly Tenancy Rental Inspections. • Create monthly reports with updates on assets/maintenance requests. • Coordinate and process each property's budget for repairs and maintenance and make internal and external recommendations. • Coordinate process and maintain a scheduled maintenance program for all properties, including cost, timeliness and effectiveness of the program. • Coordinate the control and safety of all assets being managed. • Manage contractors ensuring compliance and licenses are all current, ensuring adherence to Council procurement guidelines. • Oversight of Assets Administration Officer. • Assist Management and Executive Management in updating the built Assets register that ensures a minimum quality standard of staff and visitor housing is maintained across all communities. • Carry out other reasonable duties within the scope of the relevant level as instructed by the management or direct supervisor. <p>2. Organisational Sustainability</p> <ul style="list-style-type: none"> • Liaise and engage with service contractors in regard to assets maintenance. • Liaise with appropriate staff regarding purchasing and invoicing of all stock and services. • Work with all relevant business units to ensure that Assets administration, reports and correspondence are addressed in a timely and professional manner. • Receive, manage and process all building, fleet and property insurance claims. • Prepare detailed reports to Management and/or Executive Management on the progress of authorised projects. 			

3. Quality and Continuous Improvement

- Undertake maintenance repairs of Council assets as required.
- Undertake yearly condition reports on all Council Assets, then compile report for Assets Manager to be able to source required funding.

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training.
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety:
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Trade qualification or Certificate IV relevant to the industry, and/or extensive knowledge and working experience in a similar discipline.
2. Demonstrated experience in civil infrastructure maintenance services and/or asset maintenance.
3. Proven capability to undertake field inspections, effectively document asset condition, set-out works, plan and self-manage daily work activities and organize priorities.
4. Excellent communication and interpersonal skills with demonstrated ability to work effectively in a collaborative team environment.
5. Strong computer literacy enabling competency in the use of corporate systems, data collection & entry and developing spreadsheets.
6. Demonstrated ability to keep accurate records and complete work orders, timesheets and reports with high attention to detail.
7. Excellent organisational skills and highly developed time management skills.
8. Demonstrated ability to work autonomously and with minimal direction.
9. Demonstrated experience in coordinating logistics for the delivery of services and supplies to remote communities.
10. Able to meet the inherent requirement of the position both physically and mentally.

DESIRABLE

1. Experience in Local Government operations, administrative systems and processes
2. Experience in Technology One environment.
3. Knowledge of, and experience in accounting principles and practices.

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Working with Children's Clearance (Ochre Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
3. Undertake a new Criminal History Check prior to commencement of employment with RGRC and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy
4. Current NT "C" Class Drivers licence with a manual driving capability. (HR Class Preferred).

TRAVEL REQUIREMENTS

This position is based in Katherine and you will be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

5. ACKNOWLEDGEMENT

GENERAL MANAGER	Andreea Caddy	Date Approved: 31/8/22	Signature: <i>AC Caddy</i>
Employee Name		Date:	Signature: