

POSITION DESCRIPTION

Essential Services Officer
(POS2554)

Directorate:	Operations	Department:	Buildings & Fleet Operations
Position Grade:	13	Reports to:	Coordinator Building Construction & Essential Services
Last review:	September 2026	Next review:	September 2028 Version No.: 1.1

Position purpose:

To assist Coordinator Building Construction & Essential Services to develop and undertake statutory and essential services maintenance that is compulsory to meet legal requirements for fire safety under relevant Acts, Regulations or other Statutory Instruments to satisfy the annual fire safety statement for Council Facilities

To assist Coordinator Building Construction & Essential Services to prepare a program and schedule for Council Facilities to meet fire safety requirements and provide monitoring report to management on a weekly bases.

Communication with Facilities Operators on program and schedules to minimise Facilities downtime.

Key accountabilities/responsibilities:

Responsible for assisting Coordinator Building Construction & Essential Services for the following:

1) Asset Management

- Implement planned maintenance, upgrade renewal programs for Council Buildings relating to essential services
- Liaise with stakeholders to assist in helping budget preparation for planned/reactive maintenance
- Deliver the planned essential maintenance works
- Prepare technical briefs and or plans and specifications for minor

2) Facilities Management

- Undertake statutory maintenance that is compulsory to meet legal requirements under relevant Acts,
- Regulations or other Statutory Instruments
- Administration and Implementation of Councils Essential Services Program (inclusive but not limited to Fire
- Safety).
- Attend to reactive maintenance issues based on agreed level of service standards via CRMS
- Engage and manage trade maintenance services as required
- Identification and follow up of outstanding certificates, correspondence and notices relating to essential
- services program

3) Administration

- Assess and determine suitability of documentation for submission to regulating authorities (Certificates,
- notices, correspondence)
- Prepare and Contribute to tenders and contract documentation as required
- Prepare report and correspondence as required

POSITION DESCRIPTION

Essential Services Officer
(POS2554)

- Maintain relevant records, register and statistics

4) Contract Management

- Engage and manage service providers, consultants, and contractors in conjunction with Procurement
- Develop and maintain suitable relationships with Council suppliers

- 5) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.

Decisions made in the position:

- 1) All matters in relation to the day to day management of maintenance works and contracts, including decisions taken as the nominated representative of the Superintendent
- 2) Determination of appropriate construction and maintenance techniques and options
- 3) Decisions within the delegated authority for the position

Decisions referred:

- 1) Expenditure over the delegation for the position
- 2) Major rectification and/or refurbishment work

Key issues/challenges:

- Working in partnership with the Facilities Operators Council wide, Property, Operations, Recreation & Community Outcomes and Building Compliance team.
- Providing a professional and productive interface between management, staff and contractors
- Raising the standard and accountability of staff and contractor performance
- Monitoring of Council contracts
- Ensuring that Work Health and Safety and risk management procedures are in place and are used confidently by staff
- Implementing new approaches to Council business

Key working relationships:

- Recreation & Community Outcomes Team
- Council's internal and external stakeholders
- Manager Buildings & Fleet Operation
- Asset Management Planning Team
- Coordinator Building Construction & Essential Services

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary trade qualifications in building, electrical, plumbing and/or building services and/or facilities management and/or an equivalent relevant discipline
- WorkCover OH&S General Induction for Construction Work in NSW (White Card)
- Current Class C Drivers Licence

Experience

- Experience in Fire Safety and Essential Fire Safety Services documentation and correspondence in accordance with the Environmental Planning and Assessment Act 1979 and Local Government Act 1993
- Understanding of the Building Code of Australia Fire Safety and Building Legislation
- Experience in facilities management, programmed and preventative maintenance systems and procedures, planning and the preparation of detailed building maintenance specifications
- Experience in the preparation of building maintenance and operational briefs and management of specialist contractors and consultants
- Experience and knowledge in procurement procedures relating to building maintenance services
- Practical experience in leading, managing and monitoring the day to day activities of maintenance teams engaged on a variety of reactive and programmed projects
- Experience dealing with contractors on site as the Superintendents representative
- Demonstrated experience and skills in computer applications such as Microsoft Office (Word, Excel, PowerPoint and Outlook) as well as experience in use of databases

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice
- and multi-cultural diversity
- Knowledge and proficiency in construction practices and techniques as well as project and contract management
- Knowledge and ability to resolve day to day maintenance and construction issues
- Proven ability to manage multiple projects within financial constraints, limited time frames and with limited resources
- Proven ability to manage multiple tasks reporting to various personnel
- Extensive knowledge of the requirements of the Building Code of Australia and Australian Standards relating to buildings
- Solid written and verbal communication skills including effective report writing, presentation, facilitation,

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Essential Services Officer
(POS2554)

- community consultation and conflict resolution
- Ability to work cooperatively as part of a multidisciplinary team environment with Council staff and/or consultants Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Relevant qualifications in Project Management, Facilities Management, or Asset Management.
- Understanding of requirements of AAS27 Asset reporting
- Understanding of Local Government Act
- Ability to prioritise and deliver in a political and sensitive environment
- Experience in using the GEAC, Technology One, Pathways and TRIM computer applications

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Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous