

POSITION DESCRIPTION

Position Title: Building Maintenance Supervisor			
Business Unit:	Infrastructure	Classification/Grade:	Band 2 Level 2
Position No:	MC 620	Reports to:	Infrastructure Manager
Location:	Coleambally, Darlington Point, Jerilderie	Positions reporting directly to this position:	MC630 Building Maintenance Assistant

Primary Purpose of the Position

To supervise the construction of new infrastructure and the repairs and maintenance of Council infrastructure.

Roles & Responsibilities

The **Building Maintenance Supervisor** is directly responsible for the following roles and responsibilities:

1. Undertake building and infrastructure inspections, repairs, maintenance and construction.
2. Test and tag Council electrical equipment.
3. Assist in the development of scope of works for projects.
4. Project management building work where required .
5. Assist team members by undertaking labouring duties as required.
6. Perform risk assessments in accordance with WH&S policies and procedures.
7. Organise and deliver or ensure daily toolbox and Take 5 meetings are conducted.
8. Conduct vehicle/plant pre-start checks.
9. Assist with the development of Council's Asset Management plans.
10. Other duties within the skills, competencies and classification of the role as directed by the Infrastructure Manager.

Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders, both internal and external, relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's values.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- All employees have a legal obligation to comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Where applicable, comply with Council delegation levels.
- Conduct all duties in accordance with Council's Code of conduct, plans policies and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

Authority and accountability:

May be responsible to provide a specialised/technical service and to complete work which has some elements of complexity. Make recommendations within the employer and represent the employer to the public or other organisations.

Judgement and problem solving:

Problem solving and judgements are made where there is a lack of definition requiring analysis of a number of options. Typical judgements may require variation of work priorities and approaches.

Specialist knowledge and skills:

Positions have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

Management skills:

May supervise groups of operational and/or other administrative/trades/technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring and co-ordination to achieve specific outputs.

Interpersonal skills:

Skills to communicate with subordinate staff and the public and/or negotiation/persuasive skills to resolve disputes with staff or the public.

Qualifications and experience:

- Building Trade qualified plus a minimum of five years' experience within the building trade.
- Test & Tag certification.
- White card (or general construction induction card)
- Verification of competency on rollers, loaders, back hoes and other equipment as required.
- Current LR truck licence.

Desirable Experience/Qualifications

- Previous recent experience in local government or other government entities
- HR licence
- New South Wales Traffic Management Traffic controller, Implement traffic control plans
- Manual Handling Training

Authorisation:

Prepared By:	GM/HR	Date Issued:	July 2019
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.