POSITION DESCRIPTION

Title	Manager Property Maintenance and Fleet
Position Classification:	Local Government (State) Award: Grade 27 to 33
Status:	Full time
Position written/reviewed on:	November 2026
Position written by:	Director Open Space and Infrastructure
Division:	Open Space and Infrastructure
Department:	Public Presentation
Section:	Property Maintenance and Fleet
Reports to:	Service Unit Manager Public Presentation
Special Conditions	National Criminal Record Check (NCRC) Tool of Trade Vehicle

1. PURPOSE OF THE POSITION

Ensure the delivery of responsive, coordinated and consistent trades and fleet services that support the delivery of quality open space and public domain amenity for the community of North Sydney.

The Manager Property Maintenance and Fleet will be responsible for the management of the following trades and services areas for Council:

- Infrastructure and Property Trades (carpenters, plumbers, painters etc)
- Council's mechanical workshop
- Service contractors (Air con, fire services etc)
- Cleaners
- Public Domain Lighting

This position will work closely with the Coordinator Asset Management and the Service Unit Manager Public Presentation.

2. KEY OPERATIONAL RESPONSIBILITIES

2.1 Manage Council's Trades Services

- Develop and manage recurrent maintenance and service schedules in accordance with agreed / required levels of service and regulatory requirements.
- Develop processes to manage maintenance and works requests for Council's plant and built assets.
  Development of service level agreement and key performance indicators for the delivery of works and services.
- Develop and implement WHS systems and processes to verify adherence and continuous improvement.
- Establish contracts for the delivery of maintenance services for Council's plant and built assets.
- Develop processes to verify the quality and timeliness of maintenance and services delivered for Council.
- Draft requirements and coordinate the development of contracts for the procurement and delivery of trades of trades and services for Council's plant and built assets.
- Maintain registers for regulatory servicing (e.g. Fire Services, Thermostatic Mixing values, air conditioning).
- Review and analyse data to relevant database and of works requests to inform future maintenance requirements.
- Provide input into the development of designs.
- Implement appropriate systems to ensure the effective and efficient management of this business unit.
- Plan and coordinate the procurement and replacement, of plant (including small plant) with Council's Procurement team.
- Engage with asset users and Managers to coordinate the delivery of services and identify areas for improved delivery of services.

2.2 Contract Management

- Prepare contract documentation and risk assessment as required and in accordance with all relevant legislation and Council's policies and procedures.
- Develop project plan to manage contract and control risks.
- Administer works progress as Superintendent's Representative, in accordance with Council's contract documentation and procedures.
- Complete work within time constraints and in a manner that will minimise the impact on customers.
- Monitor costs on a regular basis to ensure that the work is carried out within budget and contractual requirements.
- Assess and approve variations and progress payments following objective and diligent inspection against contract documentation and in accordance with Council's policies and procedures.
- Authorise completion of works following inspection as required by Council's documentation and procedures and as appropriate to the works being undertaken.

2.3 Fleet Management

- Develop, implement and manage the annual operational plant maintenance program.
- Prepare budget and plant replacement schedule.
- Assist in the development of plant specifications to inform purchasing of new plant.
- Collect, report and advise on the analysis of the data, summarising and taking and/or recommending appropriate action to address the problems identified, or to maximise fleet efficiency.
- Optimise downtime and minimise whole of life costs for plant.
- Provide expert advice and reports to Director on complex or unique plant functions and initiatives including recommendations for plant management.
- Provide risk assessments for plant and plant equipment.
- Provide induction to operators in the safe use of new plant.
- Manage bookings for plant and equipment maintenance.
- Manage Councils Fleet Reserve.

2.4 Management of the Team

Provide coaching, guidance, training and support as appropriate to get the best outcomes from the team.

Other duties

Other duties may be allocated by the manager. These will be in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development plan.

Key tasks include, but are not limited to, those tasks associated with each of the above areas of responsibility.

3. KEY CORPORATE RESPONSIBILITIES

3.1 Council's Vision and Core Values

Uphold and promote Council's Vision for making North Sydney a more satisfying place for people. Behave in a manner consistent with Council's Core Values:

- Provision of services to the community though co-operation and understanding.

- Responsive government based on open government and community participation.
- Honesty and integrity in all we do.
- Fairness and equity.
- Innovation and excellence.
- Responsive and responsible regulation.

3.2 Best Value and Continuous Improvement

Provide best value to the community by applying a continuous improvement philosophy. Identify ineffective and/or inefficient processes and recommend improvements. Capitalise on changes so as to increase effectiveness and efficiency. Undertake to learn from the workplace experience. Participate in learning and development activities as/when appropriate and then apply the learned skills/knowledge on the job. Identify and report to management any obligations, risks and opportunities facing Council.

3.3 Council's Policies and Procedures

Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

3.4 Customer Service

Promote a professional and positive image of Council in accordance with Council's Customer Service Policy. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

3.5 Organisational Sustainability

Consider sustainability - economic, environmental, social and governance factors - in all activities and decision making in accordance with Council's Organisational Sustainability Policy and procedures.

3.6 Community Engagement

Comply with legislative requirements and Council's Community Engagement Policy and related procedures regarding the identification and implementation of consultation opportunities to ensure that stakeholders are consulted on matters of relevance to them. Ensure Council's Core Value of open government and community participation is upheld.

3.7 Record Keeping

Undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

3.8 Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

3.9 Ethical Conduct

Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

3.10 Work Health and Safety

Observe safe work practices and operating procedures and comply with the requirements of the WH&S legislation and Council's Policies and Procedures relating to Workplace Health & Safety.

Take appropriate action to ensure a safe and healthy working environment for self and others. In particular:

- participate in the identification and control of WH&S risks in the workplace;
- support work colleagues when they return to work following injury/illness and cooperate with management in relation to changes which may need to be made in accordance with the Return-to-Work/Injury Management Plan;
- if injured, co-operate with management in developing/implementing the Return to-Work/Injury Management Plans.

3.11 Statutory Obligations

Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

3.12 Teamwork

Support and promote teamwork through:

- co-operation;
- communication;
- sharing of relevant information;
- provision of responsive and accurate advice;
- maintenance of effective liaison with other employees within own team and across Council as/when appropriate.

3.13 Staff Management

- Manage the work environment within the span of control to ensure subordinate staff meet all Key Corporate and Operational Responsibilities.
- Take appropriate action to manage performance and behaviour in the workplace.
- Apply Council's Performance Management & Assessment process to provide feedback to employees.

3.14 Financial Management

- Provide input into budget/operating plan and recommend objectives, in the area of responsibility, for inclusion in the Division's overall budget/operating plan and Management Plan.
- Manage financial performance against the budget/ operating plan and act appropriately upon trends and variances in a timely manner to ensure the effective and efficient achievement of all budget and plan objectives.

3.15 CONTACTS ARISING FROM THE POSITION

Reports to: Service Unit Manager Public Presentation
Supervises: Directly: 6
Indirectly: 5

SELECTION CRITERIA

Essential

- Previous experience in the delivery of multi-disciplinary services.
- Degree or trade qualification with relevant experience.
- Previous experience in the development and management of operational budgets for a multidisciplinary team.
- Experience in preparation of services specifications and tender documentation.
- Experience in managing contracts.
- Demonstrated experience in managing trades staff.
- Demonstrated ability to analyse data and use appropriate software.
- Experience in the application of risk management in relation to the delivery of works and services. Demonstrated ability to lead and develop a team.
- The ability to communicate with a broad range of groups with differing levels of technical understanding.
- Developed communication and interpersonal skills.
- Strong customer service focus.
- Previous experience in the management and application of WHS processes.

Desirable

- Previous experience in the development of business cases.
- Experience in Fleet Management.
- Previous experience in the operation of a mechanical workshop.
- Contributed or involved in relevant industry best practice forums.
- Class C Motor Vehicle Driver's Licence.

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed) .....

Employee's Signature ..... Date .....