



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	LEADING WORKER – BUILDING AMENITY
WORKPLACE AGREEMENT:	CITY OF SALISBURY AWU AND LGE ENTERPRISE BARGAINING AGREEMENT NO.14 - 2024
CLASSIFICATION:	LGE Grade 3
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / FIELD SERVICES
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	COORDINATOR BUILDING MAINTENANCE
DIRECT REPORTS:	UP TO 7
POSITION NUMBER:	NEW

POSITION OBJECTIVES:	• Support the Coordinator Building Maintenance in leading and overseeing the Building Maintenance Team to deliver effective, efficient, and compliant maintenance services that achieve agreed service standards. • Oversee the delivery of painting and amenity, graffiti removal volunteers, the delivery of reactive maintenance contracts ensuring works are completed safely, on time, and to the relevant Australian standards. • Ensure maintenance works are completed safely, on time, and to relevant standards. • Lead internal and external resources through effective work programming, scheduling, and coordination of maintenance activities, ensuring efficient service delivery, accurate record keeping, and compliance with Council policies, procedures, and safety requirements • Provide leadership and specialist expertise in building maintenance service delivery, providing a culture of continuous improvement, customer-focused service, and effective people management. • Ensure services are delivered safely, efficiently, and in alignment with Council's strategic objectives, values, behaviours, policies, and operational standard • Operation of plant and equipment used in association with duties undertaken in an efficient, safe and effective manner.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful • Create a sense of belonging & pride in the Salisbury community

	• Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Work Practices • Assist with the coordination and scheduling of the team, resources and contractors. • Assist the Coordinator in generating and delivering work programs by effectively scheduling and coordinating the Building Maintenance team, council contractors, volunteers and materials to ensure the efficient and timely delivery of maintenance services. • Assist with the revision of work instructions, competency checklists policies, procedures and guidelines for the service areas. • Ensure works are undertaken to meet the requirements of specific legislation or standards affecting operations. • Actively facilitate the flow of relevant information to all team members.(i.e. via team toolboxes and other meetings/workshops) • Assist in the supervision and administration of external contractors, acting as Superintendent's representative where required. • Ensure communication with staff is at all times clear and courteous. • Actively facilitate the flow of relevant information to all team members. • Undertake operational duties as required that may include operation of other plant & equipment where suitably licensed & experienced. • Compliance of temporary signage in accordance with Work Zone Traffic Management Australian Standards. • Act in the position of Coordinator Building Maintenance as required as required to cover periods of leave. • Maintain equipment in a clean, safe & serviceable condition in accordance with the recommended operating practices. • Provide technical advice to other work groups as required. • Responsibilities may include other duties within the Field Services Division as deemed appropriate. Contractor Management • Supervise external contractors to ensure service standards, safety requirements and contractual obligations are met.

	• Monitor contractor performance and provide feedback regarding quality, timeliness and compliance. • Act as Superintendent's Representative where required. • Undertake inspections of completed works and ensure works are completed to required standards Customer Service • Ensure Corporate Customer Service Charter expectations are met. • Proactive liaison with internal and external customers including contractors in the identification of service delivery to meet agreed levels of service. Human Resources • Assist in the coordination of staff across service areas to meet work load demands and service level standards. • Assist the team to ensure productive, harmonious and team-oriented work groups. • Provide day-to-day leadership, guidance and support to team members, fostering a positive, safe and high-performing work environment • Support workforce planning, performance development and the implementation of organisational change initiatives • Promote accountability, teamwork and constructive communication across the work group. Administration • Ensure correct accounting for labour, equipment and materials by maintaining accurate up-to-date records as required (i.e. timesheets, confirm job recording, work site risk assessments etc.). This will include the use of computer technology to record and access information. • Assist with the preparation of correspondence in relation to public enquiries, vandalism or other building maintenance customer interaction. Continuous Improvement • Engage and contribute to the continuous improvement of work practices and associated systems and processes, including identifying areas for improvement. • Ensure continuous improvement initiatives have considered broader organisational requirements. • Actively promote a culture of continuous improvement.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).

GENERAL RESPONSIBILITIES:	- To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. - To manage all Corporate Records in accordance with required procedures. - Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	- Current Class C Driver's Licence - Trade Qualification in Painting & Decorating or significant industry experience in similar role. - Technical competency in painting and building maintenance, including knowledge of appropriate materials, plant and equipment. - Demonstrated ability to organise, coordinate, influence and motivate staff. - High level communication, interpersonal and public relations skills. - Ability to interpret plans, specifications and technical documentation - Demonstrated competency in the use of asset management systems and Microsoft office suite of applications - Ability to plan, prioritise and coordinate maintenance activities to achieve service delivery outcomes - Ability to use initiative in dealing with unforeseen circumstances. - An ability to drive, understand and accept changes in the workplace and to respond to the processes of change management.
DESIRABLE SELECTION CRITERIA:	- Knowledge of regulations and relevant standards pertaining to the area of activity - Certificate IV in Leadership and Management or equivalent qualification - Experience within Local Government or a comparable service delivery environment. - Experience managing service contracts and contractor performance
SPECIAL CONDITIONS:	- Some out of hours work may be required - As an Authorised officer, fulfil all requirements set out in the following Legislation: - Local Government Act - Road Traffic Act - The incumbent will be required to assist in urgent repair work after normal working hours as required. Provision for overtime payments will be in accordance with the LGE Award and the current Enterprise Agreement.
EXTENT OF AUTHORITY:	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: