



Position Title:	Works Coordinator - Buildings		
Position Code:	P055	Reviewed:	06/12/2023
Award Classification:	Band: 2	Level:	2
Salary System Grade:	Grade: 4	Minimum Level:	Entry
Approved:	Matthew Lysaught	Date:	01/12/2023

Primary Purpose of the Position

The Works Coordinator – Buildings coordinates the provision of maintenance of Council’s building assets and minor capital works. Provides technical advice to the Manager Property and Building Services and other asset sections of Council in the development of budgets for maintenance and capital works programmes.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council’s **Our People Capability & Behaviour Framework**:

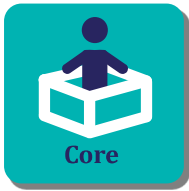
1. Coordination of maintenance services for Council’s building assets.
2. Coordination of capital works for Council’s building assets.
3. Assist in preparation of annual maintenance and capital works programmes.
4. Organisation and supervision of contractors ensuring all work-related and site-related legal responsibilities are complied with including work health and safety documentation.
5. Assist in the preparation of budgets and estimates, and work within the approved operational and capital budgets.
6. Management and administration of maintenance and service provision contracts for building assets as required.
7. Conduct and record condition assessments of Council building assets identifying defects and assessing priorities.
8. Provision of technical advice to the Project Manager - Property and Building Services and Manager Works, Property and Building Services and other asset managers for maintenance and capital plans and programmes, and contract administration.
9. Any other such duties that are commensurate with the employee’s skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	Effective Communication - Listen, interpret and convey information in a clear and respectful manner	- Present your ideas and views in a clear and respectful way - Consider body language and facial expressions and adapt where necessary - View concerns and disagreements as challenges to be solved, and follow issues through to resolution
	Accountability - Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies	- Be accountable for your own actions - Act within delegation of authority levels, and work within legislative frameworks and policies - Understand the application of safe work practices, consider and address risks in daily operations
	Collaboration - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals	- Engage with others to share information and knowledge achieve the best outcomes - Provide support to team members in challenging situations - Collaborate to find solutions that contribute to positive, mutually satisfactory outcomes

Key Tickets, Qualifications and Other Skills

1. TAFE Certificate of Trade qualifications in Building/Construction industry.
2. Demonstrated previous work experience in budget management, preparation of cost estimates for building and maintenance works, and coordination of resources and contract management.
3. Previous work experience in supervision of a small works/construction team and related contractors.
4. Demonstrated basic competence in computer operations including the use of Microsoft Office Software (or equivalent).
5. Class C Drivers Licence.
6. Builder's licence (Desirable)
7. Previous Local Government experience (Desirable)
8. Demonstrated experience and/or capability to deliver the *Job Specific Key Accountabilities* (above).
9. Demonstrated **Developed** key capabilities as defined in the *Key Capabilities* Table (above).