

Position Title:	Facilities Supervisor			
Position Code:	P128		Evaluated:	11/01/2024
Award Classification:	Band:	2	Level:	2
Salary System Grade:	Grade:	3	Minimum Level:	3
Approved:	Matthew Lysaught		Date:	01/06/2026

Primary Purpose of the Job

The Facilities Supervisor will lead a facilities team in the professional, diligent performance of duties associated with the maintenance and cleanliness of Council's facilities and infrastructure to a best practice standard including management of graffiti and CBD maintenance programs.

Job Specific Key Accountabilities



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

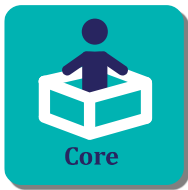
1. Supervise, coach and lead a team of Facilities Operators to ensure all tasks are completed in a timely and accurate manner in compliance with the monthly and daily works programs, project management plans, and rolling operational works program, including the completion of daily timesheets for the team.
2. Lead and undertake maintenance services and works for Council's facilities, infrastructure, and CBDs including removal of graffiti and restoration of assets in compliance with Council's Graffiti Management Plan and ensure graffiti management practice complies with relevant legislation and best practice standards.
3. Provide an 'on call' operations and maintenance service on a rostered basis responding to facilities' alarms and immediate problems, coordinating resources to resolve.
4. Conduct and record condition inspections of Council facilities, infrastructure, and CBDs identifying defects and prioritising work.
5. Ensure appropriate Work Health and Safety obligations are adhered to, including task-specific and site-specific risk assessments, inductions and toolbox meetings. Ensure documents are appropriately maintained and filed. Ensure follow up of issues raised and assist with regular review of risk assessments and safe work method statements.
6. Report all incidents, accidents and near-misses and assist with investigations into workplace incidents following due process and report findings to management with recommendations for improvement in compliance with the hierarchy of hazard controls.
7. Assist in the preparation of quotations for works including the calculations of quantities of materials and resources.
8. Any other duties 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 job 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
	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
	Achievement: Achieve quality outcomes in line with organisational objectives - Plan and use the available resources to complete work tasks within acceptable budget, timeframes and standards - Understand objectives and prioritise work accordingly - Identify and suggest system or process improvements within your own functional area
	Ethical Behaviour: Be professional, ethical, and demonstrate behaviour in line with Council's SPIRIT Values - Represent Council in an honest, ethical and professional way, demonstrating Council's SPIRIT Values - Understand and act in accordance with legislative and policy frameworks - Recognise, seek advice and report misconduct, illegal and inappropriate behaviour

Key Tickets, Qualifications and Other Skills

1. Certificate IV in Local Government Operational Works (or working towards) with relevant workplace experience.
2. Previous work experience in the implementation and review of Risk Assessments and Safe Work Method Statements for road maintenance and construction activities.
3. Ability to accurately read and interpret building plans and civil engineering drawings.
4. General construction induction card (white card).
5. Demonstrated basic competence in computer operations including Microsoft Word, Excel and Outlook.
6. Current class C Driver Licence.
7. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
8. Demonstrated **Developed** key capabilities as defined in the Key Capabilities Table (above).