

Position description

Building Contracts Officer

Summary information

Section	Building Construction and Maintenance	Directorate	City Assets
BCC number(s)	BCC1941	Position type	Permanent, full-time
Grade	Grade 14	Skill descriptor	Band 3 Level 2
Reports to	Manager Building Construction and Maintenance	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	September 2023		

Our values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1. Position purpose

This role is primarily responsible to administer building contracts relating to fire safety, pest control, defibrillators, emergency evacuation plans, to ensure compliance with the Building Code of Australia, Australian Standards and any current state or local Council requirements, and carry out maintenance compliance inspections related to these contracts.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Minimum diploma in a field of Contract Management
- Solid experience carrying out contract management for Fire safety, defibrillators, emergency evacuation, pest control and other building compliance works
- Class C drivers' licence
- Knowledge of applicable legislation/regulations
- Computer literate
- Demonstrated commitment to customer service
- Ability to work within a team environment.

Desirable:

- An accredited practitioner (fire safety)
- Pest control technician licence
- Certificate IV in Procurement and Contracting.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Manage Council's contracts relating to Inspection, Testing and Maintenance of Fire Protection Systems and Equipment, Pest Control, Defibrillators in Council Facilities, and the preparation of Emergency Evacuation plans
- Ensure all AFSS (Annual Fire Safety Statements) are completed on time
- Ensure all database such as DoneSafe and Tech One for related works is updated
- Ensure related contractors satisfy their Work Health and Safety obligations
- Maintain accurate records of all activities on site and manage contract budgets
- Validate related progress payments and variation claims
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the *Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Manage Council's Inspection, Testing and Maintenance of Fire Protection Systems and Equipment contract.
- Manage Council's Pest Control contract.
- Manage the installation, renewal and maintenance of defibrillators within Council facilities.
- Manage the installation, renewal and update of Emergency Evacuation plans in Council facilities.
- Manage and maintain records of the related works in Council's corporate database such as TechOne, and DoneSafe.
- Inspect related contract works to ensure that it complies with approved Council documents.
- Liaise with related contractors to ensure compliance with WHS responsibilities.
- Validate claims for progress payments and variations under the terms of the related contract and recommend payment.
- Liaise with Government agencies when required.
- Advise customers of completion of relevant contract work.
- Engage and supervise contractors to carry out work on behalf of Council.
- Maintain accurate job-related records of on-site activities using Council's records management system.
- Comply with the provision of Council's Purchasing Procedure when ordering goods and services.
- Prepare budget estimates and quotations for related works as requested.
- Provide information for related maintenance programs as required.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: