



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Building Maintenance Technical Officer	Level	7
Business Unit	Asset Management	Position Number	00333
Directorate	Infrastructure Services	Date Effective	May 2026
Reporting to	Coordinator Building Maintenance	Date Updated	May 2026

2. KEY OBJECTIVES

- Responsible for the development of building maintenance projects, schedules and programs.
- Responsible for the delivery of building maintenance services, including the administration and management of related contracts.
- Provide technical building maintenance and construction advice to support forward work and budget planning requirements.
- Provide advice and liaise with internal and external stakeholders on building maintenance services.
- Support, and undertake as directed, team budget and workforce management accountabilities.

3. KEY ACCOUNTABILITIES

- Work is undertaken in a productive and timely manner in accordance with the City's strategies, plans, protocols, ISO 9001, procedures and adopted practices, budgets, maintenance schedules and relevant legislation.
- Contracted work is undertaken in accordance with the contract and City's purchasing protocols.
- Financial activities are undertaken in accordance with the City's purchasing protocols and practices.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City policies, procedures and other WHS related requirements, and actively support City safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Building Management

- Assist in the development of the City's building maintenance work plans and budgets.
- Ensure delivery of scheduled and planned building maintenance activities.
- Undertake building inspections and condition assessments and reports with recommendations for improvement and action.
- Undertake reactive building maintenance works and asset renewal projects as required.
- Prepare technical reports for the Coordinator and Manager, providing recommendations based on analysis, risk assessment and compliance standards.
- Support the implementation and management of building maintenance schedules, ensuring currency and accuracy of inventories and datasets.
- Provide effective day-to-day technical support and guidance to support the business unit.
- Research and apply best practice methods and technologies in building maintenance, asset management and sustainability.
- Contribute to continuous improvement of maintenance and asset management processes.
- Establish and maintain cooperative working relationships with key stakeholders, including internal departments, contractors, consultants and government agencies.

Outcome: Work Planning

- Develop building maintenance schedules, including scoping, budgeting and delivery plans, to fulfil all applicable regulations, warranty and compliance requirements.
- Develop project plans for reactive and planned maintenance activities and asset renewal projects, including establishment of objectives, feasibility studies, scoping, budget, delivery plans, communication plans and risk management measures.
- Assess and specify actions to address reactive building maintenance activities.
- Consult with internal and external stakeholders as part of decision making processes.

Outcome: Project and Contract Management

- Support and undertake as directed, development of tender and quotation specifications and procurement processes.
- Undertake contract management responsibilities for building maintenance contracts, including procurement, performance monitoring and administration.
- Represent the City in discussions with contractors, providing clear technical direction and ensuring compliance with City and legislative requirements.
- Monitor and report on the delivery of works in accordance with set service levels, agreed project and delivery plans and budget parameters.
- Ensure all project completion processes are fulfilled including asset inventory and handover documentation, financial reporting and any grant acquittal requirements.

Outcome: Administration

- Support the implementation of the City's Asset Management Strategy and asset plans.
- Investigate, assess and respond to business unit enquiries and requests.
- Support the development and implementation of strategic and business unit plans and relevant policies, processes and procedures.
- Support the development and implementation of business systems, reporting interfaces and services.
- Support and undertake as required, business unit people management tasks including optimal resourcing levels, recruitment and selection, development and performance, onboarding and offboarding in consultation with Human Resources.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

5. **WORK RELATED REQUIREMENTS**

Essential Skills, Knowledge, Experience and Qualification:

Highly developed skills:

- Written and verbal communication, including preparation of technical reports and correspondence.
- Influencing and interpersonal skills to effectively manage relationships and resolve issues.
- Problem solving, conflict resolution and negotiation, to effectively liaise and negotiate with internal and external stakeholders.
- Ability to interpret and apply building codes, standards and maintenance regulations.
- Organisational and time management skills, with the ability to manage multiple priorities.
- Proficiency in Microsoft Office and asset management or maintenance management systems.

Comprehensive knowledge:

- Building maintenance practices, materials and methods, including mechanical, electrical and structural systems.
- Relevant Australian Standards, National Construction Code and other government regulations.
- Preventive and reactive maintenance principles and practices.
- Contract management principles including risk management and procurement.
- Asset management frameworks and lifecycle maintenance strategies.
- Work Health and Safety (WHS) legislation and safe work practices.

Experience:

- Substantial experience in building maintenance and facility management within a local government or similar environment.
- Project and contract management, including procurement and tendering processes.
- Preparing, monitoring and reporting on budgets and projects.
- Undertaking and reporting on building asset condition and performance assessments, dilapidation inspections and compliance audits.
- Leading operational and administrative internal and external staff.

Qualifications/Clearances:

- Tertiary qualifications in Building, Construction Management, Building Maintenance or related discipline or equivalent experience.
- Diploma in Project Management or equivalent experience.
- Current WA C Class Driver's Licence.

6. **EXTENT OF AUTHORITY**

- Exercise a degree of autonomy but advice is available for complex or unusual matters.
- This position provides input into protocols, guidelines, business plans and operational activities.
- Controls and coordinates a range of significant contracts, programs and projects within budgetary and time constraints.
- Undertakes a range of duties within the work area including problem definition, planning and the exercise of judgement.
- Responsible for decision making in the work area and the provision of expert advice.
- Problems usually solved with reference to procedures/documentated methods and instructions, assistance available.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction.

Internal:

- Infrastructure Services Directorate
- Corporate Services Directorate
- Planning and Community Development Directorate
- Governance and Strategy Directorate
- Economic Development and Advocacy Services

External:

- Contractors and consultants.
- Residents, City lessees, building hirers and community users.
- Government authorities and regulatory agencies.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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