



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Building Maintenance Systems Officer	Level	5/6
Business Unit	Asset Management	Position Number	01605
Directorate	Infrastructure Services	Date Established	September 2021
Reporting to	Coordinator Building Maintenance	Date Updated	March 2026

2. KEY OBJECTIVES

- Maintain the building maintenance work schedules and datasets to support delivery of the City's annual works program.
- Support, and undertake as directed, the delivery of building maintenance services, including the administration and management of related contracts.
- Develop and maintain the building asset inventory, work, condition and performance datasets to meet the City's strategic asset management requirements.
- Prepare reports, undertake analysis and support project and contract management activities related to asset management.
- Deliver training, guidance and support for the City's asset management systems, mobility solutions and reporting functions.

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.
- 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 Maintenance Systems

- Maintain building asset information, including work, condition, defect and financial data within the City's Asset Management systems.
- Maintain building maintenance schedules, programs, defect lists and work orders to support efficient planning and service delivery.
- Manage the provision and quality of internal and external datasets related to building assets, work, condition, defects and financials, ensuring alignment with required standards.
- Undertake field and desktop inventory audits and condition assessments of building assets to inform maintenance and work planning.
- Support and administer field mobility solutions to meet asset, work and resource data capture requirements.
- Conduct regular analysis and validation to ensure the integrity and accuracy of datasets.
- Prepare, document and maintain standards and procedures for the collection, upload and analysis of asset data to support efficient inventory and data management.
- Ensure all activities align with the City's Asset Management Strategy and requirements of the Strategic Asset Management team.
- Contribute to the implementation, development and ongoing maintenance of directorate-wide Strategic Asset Management systems covering the full lifecycle of infrastructure assets.

Outcome: Work Planning and Delivery

- Support the development of building maintenance schedules and programs in alignment with awarded maintenance contracts and City processes.
- Support delivery of building maintenance, reactive and capital works through creation of work and purchase orders, contract management activities, and monitoring / reporting of work orders.
- Monitor contractor compliance with the terms and conditions of building maintenance contracts.
- Support, and undertake as directed, the preparation of maintenance, dilapidation and condition assessment contract documentation.
- Contribute to the preparation of the annual building maintenance and capital works programs.
- Support, and undertake as directed, regular reviews of schedules and programs to ensure they meet deliverables and City requirements.
- Administer and maintain the City's Master Key System and associated key matrices.
- Develop specifications and undertake quotation, contract, purchasing and project management processes in accordance with City protocols and legislative requirements.
- Support and participate in contractor meetings and contract review processes.
- Assist with the review of the City's Standard Facility Specifications documentation.

Outcome: Administration and Training

- Research and support the preparation of responses and reports for internal and external parties.
- Support operational and capital annual and mid-year review budget processes.
- Provide training, guidance and support to employees using the Strategic Asset Management and Work Management systems, reporting tools and analysis functions.
- Develop training materials, work instructions and documentation to meet business unit needs.
- Proactively contribute to the development of ISO 9001 documentation.
- Participate in organisation wide projects related to asset management.
- 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 Qualifications:

Highly Developed Skills:

- Organisation and time management.
- Literacy and communication including written, verbal and numeracy.
- Computer literacy skills including Microsoft Office, databases/spreadsheets, and data management systems.
- Strong interpersonal skills, with the ability to build positive working relationships with stakeholders and work in a team environment.

Sound Knowledge:

- Building maintenance, facility management and/or work management and operations.
- Building materials and equipment, and their maintenance requirements, practices and processes.
- Building maintenance systems and/or asset management systems.
- Data management principles, structures, data dictionary and formats.
- Strategic asset management and financial management.
- Project management and contract management.
- Working knowledge of the role, function and responsibility of local government authorities.

Demonstrated Experience:

- Facility management and/or building maintenance management.
- Developing and maintaining asset, work and/or financial inventories and datasets.
- Maintaining strategic asset management and/or work management systems (i.e. TechnologyOne Works & Assets, RAMM, MS-Dynamics).
- Purchasing and contract management practices and processes.
- Information analysis, reporting and presentation of asset, work, and/or financial information.
- In an office administration role.

Qualifications / Clearances:

- Tertiary qualifications in (or progress towards) Asset Management, Building Maintenance, Facility Management, and/or relevant industry qualifications, and/or equivalent relevant experience (Local Government experience highly regarded).
- Current WA 'C' Class Driver's Licence.
- Construction Safety Induction Card (White Card).

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy with advice available on complex or unusual matters.
- Establishes outcomes and work priorities to achieve organisational goals.
- Responsible for moderately complex projects.
- Contributes to the development of work practices and procedures.
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance usually available.
- Required to exercise judgment where procedures/practices are not clearly defined; considers any relevant information.

7. **WORKING RELATIONSHIPS**

Level of Supervision:

- Works under general direction.

Internal:

- All Directorates and Business Units.

External:

- State and Federal Government agencies and associated bodies.
- Utility services corporations.
- Professional consultants and contractors.
- Ratepayers, residents and the general public.
- Other organisations (undertaking infrastructure and/or strategic asset management).

8. **POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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