

Position Description

Job Title	Building Services Manager
Organisational Context	Aurukun Shire Council is an Indigenous community of about 1400 people. Council provides a variety of services to the community that include provision of education, health, police and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments.
Department	Technical Services
Award & Classification Level	Queensland Local Government Industry (Stream A) Award - State 2017 (the Award) Division 2, Section 1 - Administrative, Technical, Community Service, Supervisory and Managerial (ATCSSM) Services Level 7.
Location	Aurukun
Reports to	The position reports to the Director of Technical Services
Position Scope	This position is responsible for managing plumbing services which includes water treatment & reticulation, wastewater collection and treatment, electrical services and building services to the Aurukun Township, whilst liaising closely with all other Council Departments. The position also manages the Building Asset Services orders and external works orders.
Employees Supervised	Up to twelve (12) employees
Job Role & Key Objective/s	The position has a coordination and supervisory focus responsible for co-ordinating work activities associated with Aurukun Shire Council's Plumbers, Carpenters & Electricians in the running and maintenance of town Water Supply, Waste Treatment, Building Assets Services work orders and external work orders.
Qualifications, Experience & Personal Attributed	<p>Essential</p> <ol style="list-style-type: none"> 1. Trade qualification in plumbing, electrical or carpentry. 2. General Construction Induction (White Card) 3. Working with Children (Blue Card) 4. Current Manual driver's license 5. Ability to work independently and as part of a team to achieve positive outcomes 6. Strong interpersonal and communication skills with ability to negotiate, conflict manage and diffuse volatile situations 7. Current Police Check

	<p>Desirable</p> <ol style="list-style-type: none"> 1. Related work experience 2. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people. 3. Capacity to demonstrate a high level of commitment to interact positively in a remote Aboriginal community
<p>Duties & Responsibilities</p>	<p>Management</p> <ol style="list-style-type: none"> 1. Co-ordinate and supervise the work activities of Council's Building Services Team. 2. Build the capabilities of the team through on-the-job training of local staff. 3. Implement and/or resolve any HR matters that pertain to the operational team. Staff Appraisals and probationary / performance reviews 4. Support the development and management of Council's budget processes and monitor costs associated with the management of plant, equipment, and other resources 5. Assist in maintaining the plant and infrastructure asset register for Council and comply with the Council's asset management plan 6. Provide timely advice and monitor community feedback regarding water and sewerage quality 7. Liaise with Regulatory Authorities as directed by the Director Technical Services 8. Prepare cost estimates when required and as directed 9. Manage Council contractors where required 10. Liaise with other Council Works Supervisors 11. Provide advice to the Director of Technical Services regarding appropriate responses to emergent issues and associated operational budget expenditure 12. Actively participate in operational planning and reporting 13. Develop and maintain knowledge of relevant Acts, local laws and other subordinate legislation 14. Provide reports to the Director of Technical Services as required 15. Ensure all operational staff adhere to Council's Workplace Health & Safety policies 16. Other duties as directed

Key Performance Indicators	Key Performance Measures
Supervision & Capabilities Building	<ul style="list-style-type: none"> • Conduct monthly reviews of SWMS with staff and update as necessary • All employees to complete at least mandatory training activity/course as per Council's Annual training Plan. • Daily signing of work sheets • Weekly approval of timesheets • Provide weekly reports to Director Technical Services on any issues impacting the community or Council within involve operational areas. • All operational staff, performance reviewed annually and appropriate performance management as necessary. • Timely response to any complaints/requests from community members
Building, Electrical, Plumbing & Water Supply	<ul style="list-style-type: none"> • Oversee the monitoring, testing and sampling of Council water supply in accordance with Councils approved plans and manuals. • Oversee the monitoring, testing and sampling of Council sewerage system in accordance with Councils approved plans and manuals. • Oversee the monitoring, testing and sampling of Council solid waste facility Groundwater bores in accordance with Councils approved plans and manuals. • Nil incidents of illness through water-based contaminants • Ensure safe work site practices are monitored. • At least 48hrs notice to be provided to residents regarding planned water and/or electricity shutdowns.
Operational & Budget Monitoring	<ul style="list-style-type: none"> • Budget expenditure within agreed scope of works. • Complaints reported and managed in a timely manner. • Minimal WH&S incidents • All work orders completed on time and within budget

I, _____ acknowledge and agree

to the above position description.

Employee's Signature _____ Date _____