

Position Description

Job Title	Facilities Supervisor
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 community police, aged care, childcare, operation of airport, postal and bank agencies, construction and maintenance of roads and housing.
Department	Corporate Services
Award & Classification Level	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1- Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services (ACTPCSSM) Services Level 5.
Location	Aurukun
Reports to	Assistant Director Corporate Services
Position Scope	This position has direct contact with Council staff, external suppliers, external customers, and visitors to Aurukun.
Employees Supervised	Up to 10 Cleaning and Groundsperson crew
Job Role & Key Objective/s	To co-ordinate management of Council facilities, including cleaning and maintenance (direct staff and contractors), scheduling asset condition assessments, allocating employee housing and maintaining staff housing inventories.
Qualifications, Skills and Knowledge	<ul style="list-style-type: none"> • Local government and/or regional work experience (desirable) • Experience (3-5 years’) in asset management, facilities management, contract management or service-related industry • Well-developed skills in Microsoft Word, Excel and Outlook • Excellent written and verbal communication skills • Strong organisational capabilities with attention to accuracy and detail. • A strong customer focus and an ability to build strong customer relationships. • An ability to work autonomously within a team environment.
Duties & Responsibilities	<ol style="list-style-type: none"> 1. Development, facilitation, and management of Council’s Asset Management Plan, including scheduling asset condition assessments and asset valuations. 2. Facilities management, including liaising with internal and external stakeholders/suppliers to managing and monitoring quality of minor repairs, maintenance including lodgement of maintenance requests, renewals, improvements, cleaning and furnishing of all Council buildings.

	<ol style="list-style-type: none"> 3. Follow all Council policies and procedures including councils Code of Conduct. 4. Managing contractors and the direct labour work force for optimum productivity, compliance to relevant statutory regulations, health and safety requirements and a responsive service (eg cleaners, gardeners). 5. Maintaining the Staff Housing Register and the Key Register, and ensuring appropriate processes and systems are in place for efficient lease management (eg key dates, operational adherence, cost recoveries). 6. Liaise with management to determine and allocate appropriate permanent and visiting staff housing requirements. 7. Ensure sufficient stock of staff hosing furniture and cleaning materials for Facilities 8. Ensure grounds equipment is maintained in sufficient to carry our required ground works 9. Manage asset related insurance and claims across all asset classes with Council's insurer. 10. Maintain and update Councils staff housing Inventory register 11. Provide accurate and timely reports for the Director Corporate Services and senior management as required. 12. Assist in Stores (parts, equipment and supplies warehouse) and cover for Stores Supervisor as required (eg during annual leave, isolation leave) 13. Maintain MSDS forms for cleaning chemicals and any decanted chemicals are appropriately labelled. 14. Update staff housing list when employees have been allocated a staff dwelling or have left Council employment. 15. Make recommendations to the Director on adequate available staff housing on vacant Housing list. 16. Ensure Staff housing is adequately prepared for incoming staff (l .e. dwelling is cleaned, has sufficient workable inventory and lawns are mowed). 17. Prepare entry and exit reports on staff tenancies 18. Perform probation and performance reviews on staff under supervision. 19. Ensure Councils Workplace Health and Safety Policies and Procedures are followed and carried out. 20. Coordinate and process any housing insurance and other council building claims with Councils insurer. 21. Other duties as required.
<p>Key Performance Indicators</p>	<ol style="list-style-type: none"> 1. Assets are maintained in timely and appropriate condition with nil complaints - professional and friendly approach to staff and community. 2. Appropriate Staff Housing Register is maintained with timely identification of key dates including but not limited to cost recovery, overdue rent, expiry dates, option dates, condition adherence (for Council and Tenant) and documentation is

	<p>readily accessible when required.</p> <ol style="list-style-type: none"> 3. Appropriate and timely recommendations on available staff housing allocations made to the Director 4. Council Policies and procedures including the Code of Conduct followed with no oversights. 5. Correct training for all staff including use of all cleaning equipment, correct signage, personal protective equipment (PPE), Reporting (Incidents/hazards) 6. Timely Lodgement of Workplace Health and Safety Incident reports and other Workplace health and Safety reports when required. 7. All performance and probation reviews conducted within the appropriate timelines 8. Maintain adequate inventory and recommendations for allocation of staff housing. 9. Up to date Inventory of all items held in stock both cleaning supplies and Staff housing items. 10. Grounds maintenance equipment is always maintained in a manner to carry out required work. 11. Staff housing list up to date. 12. All entry and exit reports up to date and filed. 13. Timely and efficient orders of cleaning materials, chemicals and furniture. (accurate records of what is ordered/delivered and usage). 14. MSDS forms for cleaning chemicals up to date and any decanted chemicals are appropriately labelled. 15. Timely periodic, final property inspections and pre-occupancy inspections to be undertaken and inspection results to be provided when required. 16. Timely lodgement and processing of any insurance claims 17. Level of staff housing complaints reduced 18. Regular management reporting.
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I, _____ acknowledge and agree to the above position description.

Employee's Signature _____ Date _____