



POSITION DESCRIPTION

Position Title	Building Supervisor
Department	Corporate Services
Position Status	Permanent Full Time – 7.6 hours per day (38 Hour fortnight, 1 RDO month)
Award	Negotiated Contract of Employment up to three (3) years with an option for a further employment term.
Classification	Level 6 Municipal Employees Award
Reports To	Executive Manager Corporate Services
Delegations and Authority	As per Council's Delegation of Authority Register and within established guidelines, procedures, and policies of Council.

OBJECTIVES OF POSITION

Develop, enhance, and support asset management within Shire of Narembreen.

Supervise, coordinate, and carry out infrastructure maintenance, work schedules and minor capital improvement programs and projects.

Supervise related trades and contractors and ensure quality work is completed to the relevant standard in a timely and cost-effective manner.

KEY DUTIES AND RESPONSIBILITIES

The Building Supervisor will provide services across several asset types including buildings and their surrounds, sporting reserves, amenities, parks and gardens, cemetery, playgrounds, street furniture, paving and Shire owned and managed residential properties. These services include but are not limited to:

- Coordinate the programming and planning of building construction and maintenance programs for preventative maintenance and future projects in accordance with the relevant standards and statutory requirements.
- Respond to, and where appropriate, conduct reactive requests for repair.
- Undertake routine inspection of assets, reporting defects and repairs
- Assist the Executive in the procurement, assessment and supervision of related trades and contractors.
- Manage the acquisition of materials for construction and maintenance purposes through liaison with private and government entities.
- Authorise the payment of accounts and invoices relative to the property portfolio of the Shire's annual budget.

- Provide necessary reporting relating to matters under their control to Council and attend such meetings where required.
- Attend to the supervision of contractors and subcontractors employed on Shire works relating to buildings.

REQUIREMENTS

Experience

- Demonstrated experience in the planning, coordinating, and monitoring of building maintenance programs including preparation of budget.
- Previous experience in similar role in a building environment.

Knowledge

- Sound knowledge of the Building Code of Australia and all relevant legislation, regulations, and standards.
- Developed knowledge of building construction and maintenance techniques, relevant financial analyses and estimating techniques, building asset management, forward planning processes, customer service delivery.
- Knowledge of tender preparation and contract administration, and the associated local government statutory requirements.
- Knowledge of workplace safety and statutory requirements.

Skills

- Developed skills in use of basic measuring instruments, plan reading, set out and working to design levels.
- Developed skills in carpentry, metal fabrication and / or other related building industry skills.
- Sound verbal and written communication skills.
- A commitment to excellence in customer service.
- An ability to promote teamwork among staff.
- Understanding and application of negotiation skills.
- Demonstrate a high level of organisational and time management skills.
- Ability to interpret drawings and specifications.
- Well-developed Interpersonal skills.
- Effective decision-making skills.
- Developed problem solving and conflict resolution skills

Qualifications

- Trade Qualifications in carpentry, painting, civil or construction engineering.
- Hold a current 'C' class motor vehicle driver's license

WORKPLACE SAFETY AND HEALTH

The following are your responsibilities to ensure that a safe and healthy work environment is maintained:

- Undertake duties with compliance to WHS Act, WorkCover Code of Practice and Shire's Policies and Procedures
- Work safely always to protect your own health and safety, and the health and safety of everyone with who you work, and any other person at the worksite
- Actively participate in risk assessments to ensure high risk activities are identified and controlled. Suggest improvements where required
- Identify and report workplace hazards and follow all reasonable directions from supervisors about safety
- Use personal protective equipment as directed by the employer

EQUAL EMPLOYMENT OPPORTUNITY

The following are your responsibilities to ensure that an equal employment opportunity environment is maintained:

- Treat all work colleagues equally, in a non-discriminatory manner and with consideration and respect in accordance with the Code of Conduct
- Undertake equal employment opportunity training provided by Shire of Narembeen

ACKNOWLEDGEMENT

I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
Name	
Date	

Position Description Review

Tamara Clarkson, Executive Manager Corporate Services 25 July 2022