

# FACILITIES OFFICER

## POSITION DESCRIPTION

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### POSITION INFORMATION

|                            |  |
|----------------------------|--|
| <b>Group</b>               | Operational Services   |
| <b>Team</b>                | Facilities   |
| <b>Reports to</b>          | Facilities Manager   |
| <b>Direct Reports</b>      | Nil  |
| <b>Primary Location</b>    | Address of office and mobile between various Council Offices and around the District to fulfil key tasks |
| <b>Financial Authority</b> | \$   |

### TEAM STRUCTURE



## POSITION PURPOSE

- Undertake project management of selected CAPEX and operational activities relating to Councils Corporate and Recreational assets
- Provide assistance for the ongoing development of relevant asset management plans

## KEY RESPONSIBILITIES

| Responsibility  | Key Functions/outcome  |
|---|--|
| Facility and Reserve Asset Management   | <ul style="list-style-type: none"> <li>• Input into the on-going development of the Divisions Asset Management Plans</li> <li>• Reviewing and updating, comprehensively, asset management programmes/schedules to Audit NZ guidelines</li> <li>• Establishing a functional relationship with Facility Managers ensuring up to-date information is inputted into the Asset Management Plans</li> <li>• Assisting with the monitoring, condition, lifecycle and optimised decision making of key assets and structures</li> <li>• Providing Council, staff, and the public with asset information</li> <li>• Maintaining NCS asset and property management systems for council's assets</li> <li>• Establish and manage the programme for undertaking professional condition assessment surveys and updating of surveys, for all Council's buildings</li> <li>• Ensure that all council owned property assets are included on the insurance list and that appropriate levels of loss of profit insurance is held</li> </ul>  |
| Facilities Planning   | <ul style="list-style-type: none"> <li>• Contributing to the identification of the property needs and opportunities in the District</li> <li>• Participating in Council working groups</li> </ul>  |
| Service Delivery, Project Management, Contract Management & Procurement of goods & Services | <ul style="list-style-type: none"> <li>• Undertake Project Management for selected major building projects on Council property District wide</li> <li>• Maintain Project Management processes and provide Project Management services.</li> <li>• Ensure that the representatives/client, have adequate opportunity to provide positive input to the design process</li> <li>• Advise /the representatives/clients, on the Principal's obligations and the Contractor's compliance with the Health and Safety in Employment Act 2016</li> <li>• Coordinating the delivery of planned improvements and alterations at property ensuring levels of service are met</li> <li>• Preparing consultants briefs for special projects and schedules for minor planned maintenance</li> <li>• Project administration and supervision for specific design projects</li> <li>• Developing service level agreement with facilitating the delivery of assigned tasks</li> <li>• Assisting with the development of management systems and best practice procedures</li> <li>• Investigating historical and heritage information relating to projects and activities</li> <li>• Carrying out data collection in commercial facilities</li> <li>• Coordinating and/or assisting with the implementation of any other projects as required</li> <li>• Arranging remedial works required to retain Building Warrants of Fitness</li> </ul> |

| Responsibility                | Key Functions/outcome  |
|-------------------------------|--|
|                               | <ul style="list-style-type: none"> <li>• Administer the contract from commencement at tendering through to satisfactory completion of all remedial work, and reporting to Council/Client</li> <li>• Condition assessment reports for Council assets and other assets associated with Council</li> <li>• Periodic testing of Emergency Generators</li> <li>• Portable Appliance Testing(PAT) of council buildings and equipment</li> <li>• Contract Management</li> <li>• Procurement of goods &amp; services</li> <li>• Part of roster system for 'on call' alarms for Council facilities</li> </ul> |
| Records and Reporting         | <ul style="list-style-type: none"> <li>• Ensure accuracy of information/records in systems adopted by the department/organisation.</li> <li>• Produce accurate reports as required for managers and/or SLG</li> </ul>  |
| Health & Safety and Wellbeing | <ul style="list-style-type: none"> <li>• Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position)</li> <li>• Take responsibility for your own health and safety</li> <li>• Ensure your own actions keep self and others safe</li> <li>• Identify, report and assist to eliminate hazards/risks in work place</li> <li>• Participate in local work place safety management practices</li> <li>• Participate in workplace wellbeing initiatives</li> <li>• Ensure compliance under Health and Safety at Work Act 2015</li> </ul>                                   |
| Project Management            | <ul style="list-style-type: none"> <li>• Undertakes projects and/or other initiatives that may be assigned by the manager or SLG</li> </ul>  |
| Emergency Management          | <ul style="list-style-type: none"> <li>• Participates in civil defence emergency management (CDEM) events and training if required</li> </ul>  |
|                               | <ul style="list-style-type: none"> <li>•</li> </ul>  |

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

## FUNCTIONAL RELATIONSHIPS

| Internal   | External   |
|--|--|
| <ul style="list-style-type: none"> <li>• Facilities Management</li> <li>• District Parks &amp; Recreation Manager</li> <li>• Operational Services teams</li> <li>• Community and Policy team</li> <li>• Other Council Staff i.e. IT, Human Resources, Finance</li> </ul> | <ul style="list-style-type: none"> <li>• Ratepayers &amp; General Public</li> <li>• Other Local Government Agencies</li> <li>• Consultants and professional advisors</li> <li>• Community groups and volunteers</li> </ul> |

## VISION

*“Making a better life for you and your families. We’re in this together – let’s make it work!”*

## VALUES

**Kia kōtāhi mai – We’re in this together**

**Unite**

**Connect**

**Deliver**

**Kōtahitanga**

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

## PERSON SPECIFICATION

### Education and Qualifications

| Essential  | Desirable  |
|--|--|
| <ul style="list-style-type: none"> <li>• Bachelor degree in a relevant discipline i.e. Business, Property</li> </ul> | <ul style="list-style-type: none"> <li>• Membership of relevant institute</li> </ul> |

### Personal Attributes

| Essential   | Desirable   |
|---|---|
| <ul style="list-style-type: none"> <li>• Expert knowledge of facilities management principles</li> <li>• Contract Management</li> <li>• 2-3 years post qualification experience in Local Authority asset management</li> <li>• Database Management and computer operation experience, with the ability to utilise and develop computer based technology and systems.</li> <li>• Experience in Microsoft suite</li> <li>• Effective oral and written communication skills/report writing.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in construction and project</li> <li>• Experience in using AutoCAD Management.</li> </ul> |

| Essential  | Desirable |
|--|-----------|
| <ul style="list-style-type: none"> <li>Public Relation skills – knowledge and skills in communicating and negotiating.</li> <li>Ability to provide customer focused services.</li> </ul> |           |

## Competencies and Experience

| Essential   | Desirable  |
|---|--|
| <ul style="list-style-type: none"> <li>Asset Management Planning and Principles</li> <li>Information and Database Management</li> <li>Attention to detail</li> <li>Facilities management</li> <li>Report Writing – Expressing ideas clearly</li> <li>Ability to communicate at all levels</li> <li>Customer focus – working to achieve total customer satisfaction (including internal and external customers)</li> </ul> | <ul style="list-style-type: none"> <li>Project Management &amp; Project Management</li> <li>Health and safety legislation/practice</li> <li>Collaboration/Interpersonal Skills and the ability to help build effective relationships with a variety of communities and organisations</li> <li>Understanding and preparation of Conditions of Contracts, drawings, specifications, tender invitations and evaluations, etc.</li> <li>Knowledge of building construction and maintenance</li> <li>Computer usage – MS Office, MS Project</li> <li>Commercial and Building / Property Management</li> <li>Experience and proficiency in the use of the most up to date version of AutoCAD Essentials</li> </ul> |

## JOB DESCRIPTION SIGN-OFF

*Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.*

|           | Manager | Employee |
|-----------|---------|----------|
| Name      |         |          |
| Signature |         |          |
| Date      |         |          |