



Sitting in the stunning Southwest Queensland, a stone's throw from the NSW border and a short sidestep (or two) to the South Australia border, the Paroo Shire comprises of four towns, Cunnamulla, Eulo, Wyandra and Yowah.

**We are inviting you to join us as our new Building and Facilities Officer, in creating a vibrant, progressive and sustainable community.**

As the Building and Facilities Officer at Paroo Shire Council, you will play an integral part in supporting our commitment to driving Council priorities. You'll be entrusted with managing the successful delivery of facilities projects, interacting with diverse parties across the Shire and ensuring top-level service quality is provided.

If you would like further information, please contact:  
Denise O'Brien, Manager Human Resources on 07 4655 8400.  
You can email your interest directly to Denise at [hr@paroo.qld.gov.au](mailto:hr@paroo.qld.gov.au)

[Or download directly from our website at  
Employment Vacancies – Paroo Shire Council](#)



## POSITION DESCRIPTION

### BUILDING AND FACILITIES OFFICER

<b>Position Number:</b>	xx	<b>Location:</b>	Cunnamulla
<b>Award:</b>	Queensland Local Government Industry Award (Stream A) – State 2017		
<b>Certified Agreement:</b>	Paroo Shire Council: Non-Operational Staff Certified Agreement 2021-2024		
<b>Classification Level:</b>	Stream A Negotiable	<b>Employment Type:</b>	Fulltime
<b>Department / Team:</b>	Infrastructure Services		
<b>Reports to:</b>	Director of Infrastructure Services	<b>Supervises:</b>	Nil

#### Position Objectives

As the Building and Facilities Officer at Paroo Shire Council, you will play an integral part in supporting our commitment to driving Council priorities. You'll be entrusted with managing the successful delivery of facilities projects, interacting with diverse parties across the Shire and ensuring top-level service quality is provided.

The Building and Facilities Officer is responsible for ensuring a high level of presentation and public safety is achieved with the maintenance of Council building and facility assets and infrastructure e.g. Halls, Offices, Visitor Information Centres, Libraries and Community Centres. The position will ensure the maintenance of Council's building infrastructure is sustainable, innovative, maximises the use of technology and equipment, provides best value and complies with relevant legislation service standards.

#### Key Responsibilities

- Plan, schedule, and deliver building maintenance programs for Council's buildings and facilities including air conditioners, solar power systems, lighting, plumbing, exterior building cleaning, elevated window cleaning and pest control.
- Manage and deliver regular condition inspections of Council building assets maintaining an accurate building register including a detailed list of components.
- Attend to routine, planned and ad-hoc on-site facility inspections and identify facility defects and record maintenance work to be undertaken as needed.
- Manage building maintenance enquiries and arrange for works to be completed through the engagement of contractors or referral to in-house resources.
- Assist in the development and implementation of effective maintenance management programs for newly completed building infrastructure assets.
- Assist in the preparation of project summaries for proposed capital expenditure projects for buildings and facilities.
- Provide a high level of customer service to internal and external stakeholders using Council facilities.
- Ensure customer requests are a priority with effective communication to close out the process within agreed timelines.

- Oversee and supervise the day-to-day activities of the building and facility cleaners to ensure Council workplaces and public locations are well maintained and free of hazards.
- Supervise contractors and in-house resources to ensure quality, quantity, timelines, and cost-effectiveness of work.
- Engage and supervise external maintenance contractors in accordance with Council's Procurement Policy and Procedures.
- Maintain accurate records of contractor engagement and ensure contracted works are completed within the agreed timeframes.
- Prioritise outcomes by coordinating and setting priorities, planning, and organising work of staff and/or contractors.
- Maintain a scheduled time management system to ensure deadlines are met, ensuring staff and contractors are given due notice and time to comply with scheduled deadlines.
- Arrange and maintain Council's legislated compliance certificates and occupiers' statements for Council buildings including safe roof access.
- Monitor the business unit budget ensuring accurate coding of expenditure and provide input into budget reporting.
- Assist in the development and assessment of tenders and quotations for building maintenance services.
- Provide relevant technical information to compile reports to Council in relation to building service tenders and quotations.
- Maintain knowledge of safe work procedures in relation to maintenance and construction work and follow safety and PPE requirements ensuring compliant safety for self, team members and contractors.
- Provide weekly documented updates on day-to-day workflow including a yearly schedule tracking the milestones of the strategic and legislative requirements of the role.
- Proactively participate in identifying, recommending, developing, and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Undertake other tasks up to and including competency and position level.

## **Qualifications, Skills, and Experience**

---

### **Success Factors**

- Demonstrate effective communication and sound decision-making.
- Qualifications in building and construction with some relevant experience, or lesser formal qualifications with a minimum 3 years' relevant experience.
- Qualifications in Asbestos Awareness and Management and Silica Dust Awareness and Management, or ability to quickly acquire.
- 'C' Class Queensland Drivers Licence or higher.
- Construction Safety Induction (White Card)
- First Aid Certificate.
- Hold or obtain a Working with Children 'Blue Card'.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated knowledge of relevant Federal and State building codes and other relevant legislation. or ability to quickly acquire.
- Demonstrated understanding of building and structure types and standards, structural requirements, risks, typical potential defects, and typical remedial work that may be undertaken.

- Demonstrated ability to plan work and manage external contractors and in-house resources to deliver required outcomes in a climate of competing demands and economic restraint, with a focus on resolving immediate problems and mitigating risks.
- Demonstrated ability to plan and organise workload and ability to make sound judgments and reasonable decisions in the absence of direction.
- Demonstrated ability to build and manage internal and external relationships and provide a high level of customer service.
- Demonstrated experience in Microsoft Office Suite and the ability to use electronic management systems.
- Demonstrated experience in budget management.
- Experience leading a small team.
- Significant experience in building and infrastructure management practices.
- Demonstrated experience in a similar role in a local government environment.

## **Corporate Accountabilities**

---

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust, and integrity.
- Perform jobs, tasks, and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

## **Work Health and Safety**

---

- Create a safe work environment for self and colleagues by reporting any concerns that may compromise the Shire's duty of care.
- Follow safe and appropriate operation of equipment.
- Complete safety observations and ensure that any hazards, near misses and injuries are reported immediately and closed out in a timely manner.
- Always Adhere to Paroo Shire Council's employee Code of Conduct.
- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

## Team Contribution

---

**Working as part of a collaborative team and being in a customer facing role, it is also integral that the incumbent of this position delivers exceptional customer service and can positively engage with people from diverse cultures, nationalities, and backgrounds.**

***You will also:***

- Work collaboratively with co-workers, actively contributing to the Shires vision and values.
- Raise issues with a 'solution focus' framework and contribute to a positive working environment.
- Build professional relationships with stakeholders at every level of the Shire.
- Actively display the values of the Shire in every interaction
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.
- Perform other reasonable duties as directed by the Team Leader Airport Services and/or line management within known skills, knowledge, and capabilities.

## Agility Statement

---

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

## Authorisation and Acknowledgement

---

Signing this position description indicates agreement and acceptance of the contents and conditions.

**I agree and accept all terms, conditions and duties outlined in this document.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I authorise and Approve this Position Description – Buildings and Facilities Officer**

**Authorised and signed by: Neil Polglase Interim Chief Executive Officer**

\_\_\_\_\_  
Neil Polglase

\_\_\_\_\_  
Date