

POSITION DESCRIPTION

Position Title:	Facilities Trades Officer	Directorate:	Infrastructure & Development
Position Number:	100971	Department:	Property, Environment & Waste
Employment Status:	Full-Time	Section:	Property
Employment Type:	Permanent	Location:	Works
Classification:	Grade 3		
Reports to:	Senior Facilities Officer		

PRIMARY PURPOSE:

The primary function of the **Facilities Trades Officer** is to ensure Council buildings and facilities are safe, functional, and compliant with all regulatory and statutory requirements. The role is responsible for delivering works in accordance with service level agreements (SLAs) and scheduled maintenance programs, while assisting with resource management, planning, and coordination of activities. This includes contractor oversight and budget monitoring to ensure quality, timely, and cost-effective outcomes.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
	<ul style="list-style-type: none"> Inspect and ensure facilities comply with all regulatory, statutory, and safety requirements and make recommendations as required for non-compliance Deliver scheduled maintenance programs in line with SLAs and respond promptly to urgent maintenance needs and minimise impacts on day-to-day operations Coordinate and oversee contractors to ensure safe, compliant, and high-quality outcomes. Undertake general building and maintenance activities, including but not limited to door, window, and lock repairs and other routine facility upkeep tasks as required Monitor maintenance expenditures in line with budgets and report on variances. Plan and prioritise maintenance activities to minimise operational disruption. Maintain accurate records and prepare reports on maintenance activities, contractor performance, and compliance. Identify and implement improvements to maintenance processes and service delivery.
Safety & Compliance	<ul style="list-style-type: none"> Undertake the activities in accordance with GCC's practices, procedures, and relevant legislation. Assist in delivering the daily operations of the team including toolbox discussions, allocation of work tasks, first aid contact officer and other activities within the scope of the position as required. Operates equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties

	<ul style="list-style-type: none"> • Monitor and report on compliance with relevant Acts, Regulations and standards to meet legal and certification requirements and report non-conformances and provide and implement recommendations as required • Complete required record keeping such as Prestart Hazard Identification, Facility and site inspections, and Incident/Hazard Reports • Complete and maintain all certificates, compliance training and other licences as required. • Assists in the investigation of incidents/accidents. Able to interpret information from detailed construction plans, design specifications and material safety data sheets and applies it to the job.
Teamwork	<ul style="list-style-type: none"> • Collaborate with council staff and pro-actively share knowledge help build and maintain skills and capability across the team • Perform activities in a manner that promotes cooperation and good relationships with the team members • Provide on the ground support to Operations and Maintenance teams to complete activities • Respect others and their viewpoints • Deliver quality and compliant products and advice that build trust and respect • Work together with team members and others to achieve outcomes in effective and timely manner • Take responsibility to delivery activities for our community
Organisational Responsibilities	<ul style="list-style-type: none"> • Undertake all activities in accordance with GCC's code of conduct, values, policies, procedures, and relevant legislation. • Assist in the delivery of daily team operations, including acting as the on-site first aid contact, leading toolbox discussions, and allocating work tasks. • Operate equipment safely and efficiently in line with Safe Operating Procedures (SOPs) and Safe Work Method Statements (SWMS) to ensure duties are completed to the required standard. • Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements; report non-conformances and implement corrective actions as needed. • Complete required documentation such as Pre-Start Hazard Identification Checklists, facility and site inspections, and Incident/Hazard Reports. • Maintain up-to-date certifications and complete all mandatory compliance and training requirements. • Assist in the investigation of incidents and accidents, contributing to root cause analysis and recommendations. • Interpret and apply information from construction plans, design specifications, and Material Safety Data Sheets (MSDS) to ensure work is performed accurately and safely.

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:

- Trade qualification in Building Services (e.g. Carpentry, Fitting & Turning, Welding, or other relevant trade)
- Demonstrated experience in maintaining property and facilities
- Registered working with vulnerable people & national police check or ability to obtain
- Tasmanian Drivers Licence

SKILLS & EXPERIENCE:

1. Self-motivated and ability to produce quality work
2. Ability to plan and achieve quality outcomes and respond to changing circumstances
3. Demonstrated experience in managing resources in accordance with work health and safety requirements
4. Understand and apply procurement processes to ensure effective purchasing and delivery of contracts

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Facilities Trades Officer** reports to the **Senior Facilities Officer** for all operational and management matters.
- The role is a key contributor to the **Property** Team and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	