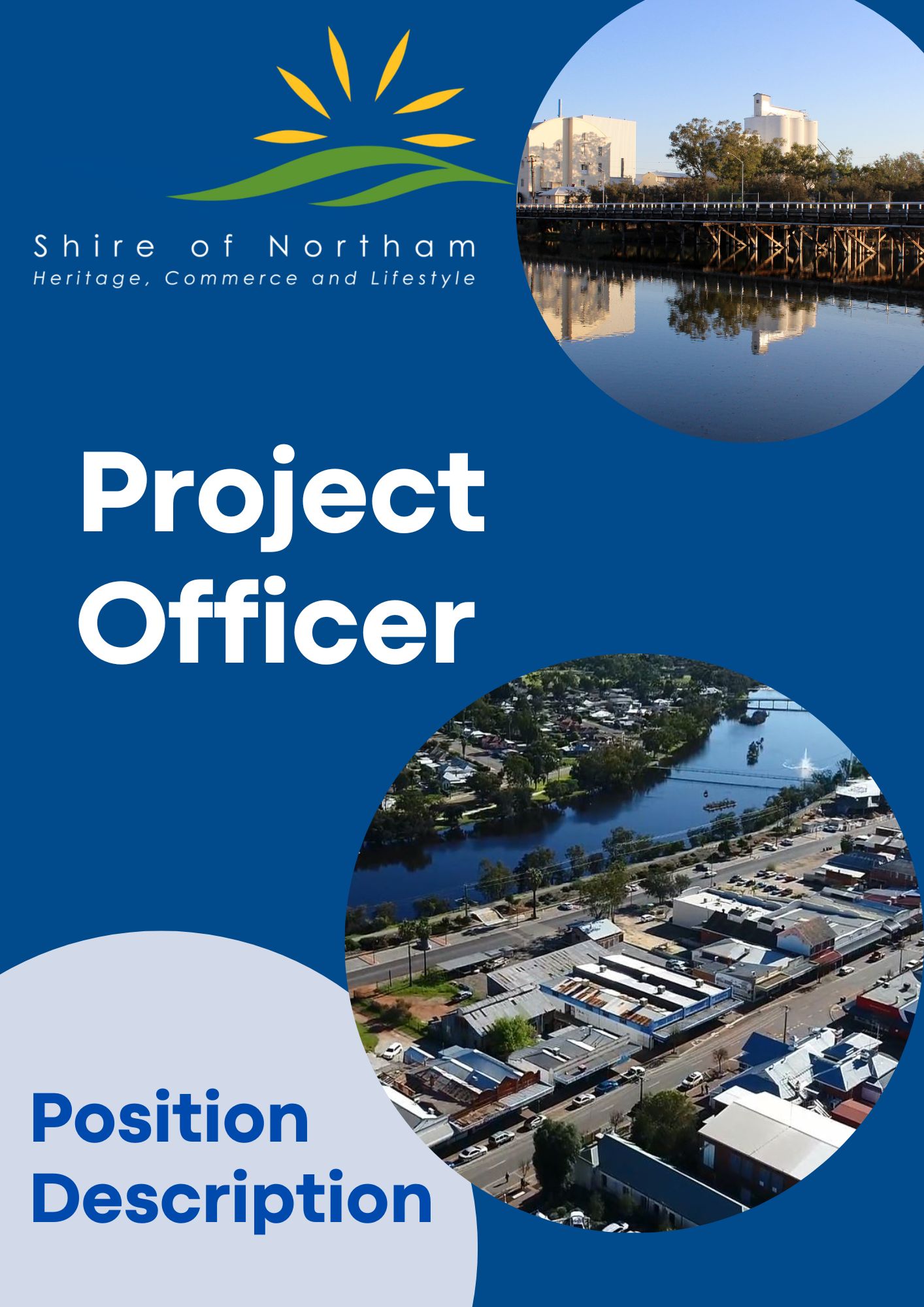
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***Project Officer***

***Position Summary***

**Reports to:** Manager Assets

**Department:** Asset Management

**Objective:** Provide effective support and solutions on capital works, general municipal works

and traffic management through the development and implementation of design programs.

**Work Location:** Shire of Northam Depot

**Award/Level:**

**Date Revised:** January 2025

**Outcomes**

**Building Maintenance Experience**

* Managing building maintenance projects to high standard, including preventative and reactive maintenance.
* Monitor and control building systems such as HVAC, plumbing, electrical, fire safety, and structural elements.
* Familiarity with building codes, standards, and regulations.
* Identifying and mitigating risks related to building safety, compliance, and operational efficiency.

**Project Management**

* Demonstrated ability to plan, execute, and complete maintenance projects on time and within budget.
* Experience managing contractors, suppliers, and service providers.
* Proficiency in scheduling maintenance activities to minimize downtime or disruptions.

**Stakeholder Management**

* Strong Stakeholder management knowledge and experience working with property owners, tenants, and other stakeholders to identify needs and expectations.
* Ability to coordinate with multiple people (internally and externally).

**Customer Support**

* Consistently demonstrate and encourage excellence in customer service, values and culture throughout the Shire to promote and project a positive image of Council to the community.
* Investigate and respond to complaints and requests from residents and ratepayers
* Prepare written correspondence as referred.

**Organisational**

* Embrace, support and participate in change to assist in achieving the Shire’s goals and objectives.
* The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
* Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
* Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery.
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Council’s Policies and Procedures.

**Work Health and Safety, Employee Requirements**

Employees are responsible and accountable for:

* Complying with workplace procedures for risk identification, risk assessment and risk control
* Participation in activities associated with the management of workplace health and safety.
* Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
* Correct utilisation of appropriate personal protective equipment

|  |  |  |
| --- | --- | --- |
| **POSITION REQUIREMENTS** |  |  |
| **Documents** | **Essential** | **Desirable** |
| * Hold a current unrestricted C Class national drivers licence | A black check mark on a white background  Description automatically generated |  |
| * Provision of a current National Police Clearance | A black check mark on a white background  Description automatically generated |  |
| **Skills and Abilities** |  |  |
| * Highly developed written communication skills and ability to liaise and negotiate with people at all levels in an informative and positive manner. | A black check mark on a white background  Description automatically generated |  |
| * Highly developed ability to prioritise and work in a timely manner to achieve outcomes. | A black check mark on a white background  Description automatically generated |  |
| * Developed ability to motivate teams to work effectively through trust, enthusiasm and genuine involvement. | A black check mark on a white background  Description automatically generated |  |
| * Highly developed ability to work independently and as part of a team. | A black check mark on a white background  Description automatically generated |  |
| * Developed ability to interpret and apply legislation | A black check mark on a white background  Description automatically generated |  |
| * Highly developed problem-solving skills. | A black check mark on a white background  Description automatically generated |  |
| * Analytical skills for troubleshooting and solving maintenance issues. | A black check mark on a white background  Description automatically generated |  |
| * Highly developed contract specification skills. |  | A black check mark on a white background  Description automatically generated |
| **Knowledge** |  |  |
| * Working knowledge of local government organisational structure and function. |  | A black check mark on a white background  Description automatically generated |
| * Working knowledge of Shire and community |  | A black check mark on a white background  Description automatically generated |
| * Demonstrated knowledge of Leasing | A black check mark on a white background  Description automatically generated |  |
| * Familiarity with specific industries (e.g., residential, commercial, or industrial). |  | A black check mark on a white background  Description automatically generated |
|  | A black check mark on a white background  Description automatically generated |  |
| * Understanding of sustainability practices and energy-efficient solutions in building maintenance. | A black check mark on a white background  Description automatically generated |  |
| * Working knowledge of road safety audits. |  | A black check mark on a white background  Description automatically generated |
| * Basic knowledge of asset management procedures and processes | A black check mark on a white background  Description automatically generated |  |
| **Experience** |  |  |
|  |  |  |
| * Considerable local government engineering experience. |  | A black check mark on a white background  Description automatically generated |
| * Considerable experience in project management works. | A black check mark on a white background  Description automatically generated |  |
| * Experienced in the preparation of agenda items. |  | A black check mark on a white background  Description automatically generated |
|  |  |  |
| **Training / Qualifications** |  |  |
| * Trade Licenses/Qualifications: Relevant certifications in trades like electrical, plumbing, or HVAC systems. |  | A black check mark on a white background  Description automatically generated |
| * Engineering degree or advanced diploma in either Civil, Mechanical, Electrical), Facilities Management, Construction Management, or a related field. |  | A black check mark on a white background  Description automatically generated |
| * Project Management: PMP (Project Management Professional), or similar certification. | A black check mark on a white background  Description automatically generated |  |
| * Facilities Management: Certified Facility Manager (CFM), Facilities Management Professional (FMP), or equivalent. |  |  |

**GENERAL PHYSICAL REQUIREMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Mainly** | **Frequently** | **Occasionally** | **N/A** |
| Stand |  | √ |  |  |
| Walk |  |  | √ |  |
| Sit |  |  |  |  |
| Handle |  |  | √ |  |
| Reach |  |  | √ |  |
| Climb/Balance |  |  | √ |  |
| Crouch/Kneel |  |  | √ |  |
| Talk/Hear |  | √ |  |  |
| Taste/Smell |  |  | √ |  |
|  |  |  |  |  |

**Authorisation and Acknowledgement**

|  |
| --- |
| I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.  I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.  Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements. |
| Employee Signature: Date: |

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Description automatically generated