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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

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

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

**Authorisation and Acknowledgement**

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| 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: |

