

Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

1.0 TITLE:	Property Coordinator
2.0 AWARD:	Queensland Local Government Industry (Stream A) Award - State 2017
3.0 SECTION:	Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
4.0 CLASSIFICATION:	Level 2
5.0 DEPARTMENT:	Infrastructure
6.0 BRANCH:	Facilities and Town Services
7.0 LOCATION:	Bedourie

8.0 POSITION OBJECTIVE

To effectively coordinate and maintain processes to support Council's housing policy including administration support, property inspections and maintenance coordination.

9.0 REQUIREMENTS OF THE JOB

a) Skills/Capabilities

- High level interpersonal written and oral communication skills
- Well-developed skills in MS Office suite including Word, Excel and Outlook
- Well-developed time management skills and ability to meet deadlines
- Problem-solving skills, with the ability to work in a team environment, use initiative and make recommendations on solutions
- Ability and willingness to learn
- Ability to be flexible, reliable, honest and committed
- Ability to travel by road to carry out property inspections also by air (if/where required)

b) Knowledge

- Knowledge and understanding of Qld Residential Tenancy legislation
- Comprehensive knowledge of or the ability to obtain an understanding of applicable local government policies and procedures including the Local Government Act 2009
- Workplace health and safety systems and processes
- Quality Assurance requirements and procedures

c) Experience and/or qualifications

- Certificate II in Business Administration or equivalent experience
- Previous experience in property management an advantage
- Current C class license
- White Construction Card desirable

10.0 KEY RESPONSIBILITIES OF THE POSITION

a) Property Coordination / Administration

- Conduct and prepare entry, periodic and exit inspections of designated Council buildings and properties

- Process and coordinate Council and Community housing rental including tenancy agreements, inspections, bonds, tenancy breaches and associated documents and registers
- Implement and maintain Council's Housing Policy and all associated forms and procedures
- Coordinate property maintenance and inspections to comply with all relevant laws, codes and Council policies
- Work closely with the facilities coordinator to schedule work orders and resolve property maintenance matters
- Arrange inspections and maintenance scheduling with tenants and the facilities coordinator and provide ongoing communication through to the completion of property maintenance works
- Address tenant complaints, violations and problems to assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff
- Establish and maintain relationships with tenants
- Maintain Council's property management database and all records, correspondence and files
- Provide reports to management where required
- Communicate, solve and discuss work problems with other team members and the Manager
- Perform other Council work within your capability as directed

b) Workplace Health and Safety

- Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time

c) Quality Management

- Ensure obligations and responsibilities are met within Council's quality management framework

d) Risk Management

- Comply with Council's Risk Management Policy and Framework
- Perform duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework
- Undertake and participate in risk management training as required

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

11.0 KEY SELECTION CRITERIA

- 1) Experience and/or qualifications in administration and/or property management
- 2) Demonstrated ability to communicate policies and information clearly, orally and written
- 3) Demonstrated ability in using MS Office suite, including Outlook, Word and Excel
- 4) Demonstrated ability to maintain database information, records and files
- 5) Ability to operate an ipad/tablet including photography, uploading documents and completing forms
- 6) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner
- 7) Ability to work under direct supervision whilst exercising initiative, judgement and enthusiasm
- 8) Demonstrated commitment to Workplace Health and Safety policies and procedures.
- 9) Current Queensland 'C' Class Drivers Licence.

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing before appointment. It is a condition of employment with DSC that all applicants agree to this requirement before an appointment. Some positions require the incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as work environment may involve exposure to "at risk" areas.

12.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK							
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>	
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>	
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>	
WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION				
Noises	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs				
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:							
Standing/Walking	Sitting	Driving	Hearing		<input type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception		<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Colour Discrimination		<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs	Peripheral Vision		<input type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs				Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs					

I declare that I am physically capable of undertaking the duties as outlined in this position description.

Signed:

Date: / /

Print name:

13.0 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Qualification	Pathway	Pathway Professional Development
Certificate 4 in Business Administration or similar	Potential for this position to progress to other administrative positions within Council	Further project management qualifications Governance/local government qualifications

14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Facilities and Town Services Manager

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

15.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

16.0 APPROVALS

Reviewed and approved by: Director of Infrastructure Services

Signed:

Date: / /

Print name:

I have read and understood this Position Description and accept the objectives and responsibilities of this position.

Signed:

Date: / /

Print name:
