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# Diamantina Shire Council

# POSITION DESCRIPTION

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<b>Title:</b>	<b>BUILDING MAINTENANCE SUPERVISOR</b>
<b>Position No:</b>	<b>TBA</b>
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award - State 2017 Division 2, Section 1 – Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
<b>Certified Agreement:</b>	Under Development
<b>Classification:</b>	Level 5
<b>Department:</b>	Infrastructure Services
<b>Branch:</b>	Building Maintenance
<b>Location:</b>	Bedourie / Birdsville
<b>Reports to:</b>	Director – Infrastructure Services
<b>Direct Reports:</b>	Building Maintenance Crew

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## POSITION OBJECTIVE

The Building Maintenance Supervisor is responsible for planning, scheduling and managing building and facilities maintenance activities across the Council infrastructure, ensuring work is performed to building codes and high standards. Council facilities to manage include Council Housing, Council Buildings (halls, libraries, visitor's information centres, warehouse, accommodation camp etc) pool, water supply and reticulation, sewerage, fencing,

This role plays a key impact to lead and coordinate maintenance operations across all council facilities, ensuring optimal equipment performance, safety compliance, and minimal downtime. Leverage technical expertise and team leadership to implement preventive maintenance programs, troubleshoot complex issues, and drive continuous improvement in maintenance practices. Foster a culture of accountability, efficiency, and collaboration to support operational excellence, compliance with maintenance in accordance with Council's asset management plan and works program.

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## COUNCIL'S VALUES

**Innovation & Continuous Improvement:** Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

**Teamwork:** We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

**Quality:** Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

**Accountability:** Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

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## **KEY RESPONSIBILITIES**

### **Maintenance Management**

- The planning and implementation of cost effective and quality maintenance services on council infrastructures, identified assets and buildings including safety, security, construction and refurbishment. Deliver responsive and programmed maintenance schedules across all trades (building, electrical, plumbing, and maintenance)
- Conduct inspections to assess asset condition and identify short- and long-term facility needs.
- Provide high-level advice to Council on asset lifecycle planning, compliance, risk mitigation, and renewal strategies.
- Manage and report status of Town Services work orders and maintenance request to the Facilities Manager (e.g. pest control, fire services and air-conditioning maintenance).
- Provide high level strategic advice on current and emerging legislative and industry wide maintenance related issues.
- Prepare proposals for capital expenditure and minor works using cost-benefit analysis to enable timely decision making.
- Coordinate the preparation of all necessary technical scope documentation required for tenders/quotes.
- Plan, manage and supervise the day-to-day operations, performance and activities of the maintenance crew to ensure the team have the resources required to complete assigned projects / tasks to provide high quality works that conform to required specifications and/or work practices within agreed timeframes.
- Coordinate and undertake council infrastructure maintenance activities on worksites in accordance with approved designs, industry and building standards, procedures and safety regulations.
- Develop, implement and coordinate preventative maintenance programs for council infrastructure and facilities.
- Keep abreast of building codes and regulations.

### **Project Management**

- Planning and delivery of capital works, demonstrating best practice throughout the project life cycle in accordance with Council's policies, procedures and guidelines.
- Coordinate external consultants and contractors including architects and engineers, in the development and construction of projects.
- Undertake cost estimating, cost budgeting and cost control and liaise with Town Services Manager for any financial impact of the projects to its budgets and cost.
- Assist to prepare project documents for approval to support funding and/or acquittal requirements in relation to government grants.
- Provide monthly project updates to the Director – Infrastructure Services.

### **Operational Management**

- Coordinate, coach and mentor Council employed trades including Carpenters, Plumbers and Electricians and, where relevant, labourers and apprentices.
- Ensure all relevant records are accurate and stored in accordance with Council requirements.
- Ensure workplace health and safety obligations are met on work sites.
- Ensure all relevant legislation is complied with and any non-compliance is reported promptly.

- Administrative duties as required to successfully fulfil the position objectives, including the maintenance of written and electronic records.
  - Proactively seek ways to improve the effectiveness and efficiency of the Maintenance team's ability in delivering projects.
  - Complete and document maintenance of infrastructure assets in accordance with the asset maintenance plan and works program and ensure administration tasks are completed and records are maintained in accordance with Council's policies.
  - Proactively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
  - Assist with prompt responses to customer requests / enquiries and communicate clearly with Council supervisors, teams and community stakeholders representing Council positively and professionally.
  - Ensure that Council's Quality Assurance Program is adhered to and the obligations and responsibilities are met within Council's quality management framework.
  - Comply with Council's Risk Management Policy and Framework, undertaking duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework.
  - Undertake risk management training and other training in accordance with council requirements.
  - Undertake other work as needed within the scope of the position, consistent with skills, competence and training and ensure availability for on-call duties, as required.
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#### **KEY SELECTION CRITERIA**

- Demonstrated experience in a supervisory role with strong leadership and team building skills with the ability to motivate, influence and foster teamwork across a varied and multidisciplinary workforce to achieve great customer service and positive outcomes.
  - Demonstrated experience in scheduling work in multiple and simultaneous projects.
  - Demonstrated previous experience and technical knowledge in QLD building codes, regulations, and construction, techniques and standards including interpreting survey plans.
  - Demonstrated ability to work under minimal supervision to manage and meet timeframes and deadlines and to problem solve routine and complex matters.
  - Demonstrated experience in building maintenance and logistics
  - Sound oral and written communication and interpersonal skills including demonstrated experience in liaising effectively with a variety of stakeholders and the ability to prepare succinct reports.
  - Proven time management, organisational, conflict resolution and negotiation skills to ensure timely delivery of outcomes.
  - Demonstrated ability to review processes and procedures and identify, resolve and report on unclear or incorrect information in scopes of work.
  - Sound level of Microsoft Office to complete timesheets, job cards and defect reports.
  - Demonstrated understanding and commitment to Workplace Health and Safety Act 2011, Work Health and Safety policies and procedures and safe work practices.
  - Where required, stay in camp accommodation away from town and undertake work outside of normal business hours.
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## QUALIFICATIONS, SKILLS AND EXPERIENCE

### Essential

- Certificate III or IV in General Building Construction or equivalent or ability to obtain
- 'C' Class Queensland Drivers Licence or higher
- High Risk work Class Queensland Licence (Crane, EWP, Forklift etc) or the ability to obtain
- Certificate of Competency in Plant Operations
- Construction Safety Induction Card (White Card)
- Pre-Employment Health Assessment and National Police Check prior to appointment, as required

### Desirable

- Minimum 5 years' previous experience in building construction and maintenance or similar supervisory position
- Experience in procurement processes, familiar with use of Synergy Soft Financial System.
- Plant competencies in backhoe, front-end loader, skid steer and forklift or ability to obtain
- First Aid and CPR Certificate
- Confined Space Entry Certificate
- LR Class Queensland license or higher

**Note:** Council may require the applicant to undertake a Working with Children Check (Blue Card), physical fitness / medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment that applicants agree to this requirement before appointment.

Mandatory immunisation or medical evidence of immunisation is required for some positions, as the work environment may involve exposure to areas identified as "at risk" work areas.

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### 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, Anti-Discrimination and Equal Employment Opportunity, Employee Welfare, the Environment and Service Delivery Standards and confidentiality.
- Fulfil recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines and maintaining confidentiality of Council information obtained during the course of employment.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- 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.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong internal and external stakeholder relationships associated with Council and provide consistent and timely customer services to our colleagues and communities.

### **Work Health and Safety Responsibilities**

- Undertake the responsibilities relevant to the WH&S Obligation and Responsibility Statement for the position, as amended from time to time.
  - 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 Work Health and Safety Act 2011 (Qld).
  - Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS) legislation, including Council's WHS policies and procedures and WHS practices within individual work teams.
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### **EXTENT OF AUTHORITY**

As per Council's Delegation Register.

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### **Position Description Acceptance**

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

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

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_