

TECHNICAL OFFICER (Buildings & Services)

PURPOSE

Plan, coordinate, and supervise the maintenance, contracts and other works within scope, time, cost, quality and procurement requirements, to ensure buildings and services operate safely and effectively with minimal disruption to customers and stakeholders.

PRINCIPAL RELATIONSHIPS

Reporting to: General Manager Planning & Infrastructure

Main Customers: Ports North employees, customers and stakeholders, consultants and contractors, government departments and regulatory bodies

MAIN TASKS

- Develop and maintain an effective preventative maintenance management program to monitor, inspect, document defects and issues and report on the condition and performance of buildings, plant and equipment and services
- Identify and define 'scope of works' required to best rectify facility maintenance issues to maximise asset life and efficiency
- Prepare and review tender documents, technical briefs and specifications to engage external contractors for maintenance, installations, minor building and services works and future work programs
- Manage and Supervise contractors including undertaking appropriate induction process
- Monitor contract performance and conduct regular audits of maintenance service providers
- Prepare tender evaluation reports, cost estimates, and evaluations of quotations submitted by external contractors
- First response and assessment of maintenance failures including coordination of subsequent repairs to minimise down time and operational disruption of buildings, services and plant and equipment
- Evaluate invoices and progress claims from suppliers and contractors to ensure payments are consistent with purchase orders and contract requirements and recommend for approval. Process and document payments appropriately.
- Prepare annual and six month review budgets for buildings and services, and review monthly
- Prepare asset management plans including condition inspection and testing plans where required, and long term maintenance analysis and strategies for buildings and services
- Assist with the development and implementation of asset and maintenance management systems
- Participate in the On Call Duty Manager's roster for after-hours queries and emergencies including emergency response coordination and first strike oil response arrangements
- Develop and maintain positive relationships with stakeholders, customers, contractors and suppliers
- Promote a safety culture and maintain a safe working environment in accordance with the Safety Management Framework
- Promote an environmentally conscious culture to ensure environmental risks are identified and minimised

I AM EFFECTIVE IF

- An effective Preventative Maintenance Program is in place
- Regular inspections of building, facilities and services are completed, documented and in compliance with operational, technical and safety standards and the preventative maintenance program
- Routine and preventative maintenance, repair of faults, defects and breakdowns are co-ordinated effectively, carried out in a timely manner, with minimal downtime and inconvenience to operators and users
- Quality tender documents, technical briefs and specifications are developed for engaging contractors
- Contractors are managed effectively with no significant incidents occurring
- Budgets are monitored monthly and maintained effectively
- Invoices and progress claims from suppliers and contractor's are consistent with purchase orders, contract requirements, policies and procedures and processed in a timely manner.
- Asset management plans are prepared to a high standard
- Sound working relationships exist with all stakeholders, contractors and suppliers
- Activities comply with relevant legislation, regulation and government policies
- A safe working environment is maintained, I am not injured at work and I meet my obligation under the Safety Management Framework.
- I conduct my work in a manner that considers and minimises environmental risks and I report all actual and potential environmental risk.