

POSITION DESCRIPTION

POSITION TITLE:	FLEET & FACILITIES OFFICER
REPORTS TO:	EXECUTIVE MANAGER – CORPORATE SERVICES
LEVEL:	SACS 4
REVIEWED BY:	EXECUTIVE MANAGER – CORPORATE SERVICES
DATE REVIEWED:	OCTOBER 2009

Purpose and Vision:

Our purpose is to enhance the lives of people with a spinal cord injury.

Our vision is that people with a spinal cord injury are able to live in an equitable, inclusive, integrated community, independently able to access every aspect of and contribute to the fabric of their region.

Purpose of the Role ...

This position will be responsible for the overall running of all Spinal Injuries Association buildings including Electrical, Air Conditioning, Security and other Facility related Tasks

The Facilities and Fleet Coordinator will also manage the Association's vehicles to ensure they are all maintained in good order and give recommendations on the replacement of the vehicles.

This role will ensure that all Association insurance claims will be managed appropriately.

Success Factors for this Role...

<ul style="list-style-type: none"> Contributing to processes, systems and quality improvements by identifying continual improvements opportunities and providing solutions.
<ul style="list-style-type: none"> Effective and efficient Fleet Management operations that provide great service to staff
<ul style="list-style-type: none"> High level communications skills that foster mutual cooperation with staff/suppliers/customers

Key Performance Indicators for the Role....

<ul style="list-style-type: none"> Preventative Maintenance complete in 5 days or an agreed time frame not causing additional damage
<ul style="list-style-type: none"> Continuous air-conditioning with only planned outages and reviews completed monthly
<ul style="list-style-type: none"> All electrical systems working with only planned outages. Any issues resolved within 5 days or an agreed time frame
<ul style="list-style-type: none"> Weekly rosters completed. Staff advised of car park allocations weekly by email and intranet
<ul style="list-style-type: none"> All parties adhere to the tenancy agreement and relationships maintained
<ul style="list-style-type: none"> Vehicle down time as a result of maintenance not being undertaken. Reports reviewed monthly
<ul style="list-style-type: none"> Even usage across the Association vehicles for the age of the vehicle, reviewed 6 monthly
<ul style="list-style-type: none"> Fleet Acquisition and change over costs kept to a minimum

You will bring to the role ...

Must have (skills, knowledge, behaviour & experience)	Great to have
<p>Building</p> <ul style="list-style-type: none"> • Basic Building Knowledge. • Understanding of Building Mechanical infrastructure including Air Conditioning, Electrical, Plumbing and security. • Understanding of insurance processes. • Administration skills including documentation, filing and reporting. <p>Fleet</p> <ul style="list-style-type: none"> • Understanding of Vehicle Maintenance including service intervals, basic maintenance and vehicle repairs. • Basic knowledge of Vehicle Markets. <p>Personal Attributes</p> <ul style="list-style-type: none"> • High level analytical, evaluation and problem solving ability. • Ability to remain composed in pressure situations, managing multiple competing priorities. • Excellent oral and written communication skills (ability to communicate technical information effectively with non-technical clients/customers/staff). • High level time management skills. • High level relationship skills. 	<ul style="list-style-type: none"> • Handyman experience. • Understandings of the working and maintenance of Florescent Lights. • Strategic planning experience. • Previous experience working within a quality framework

What you will do in the Role ...

<p>Building and Supplies Maintenance</p> <ul style="list-style-type: none"> • Ensure that any maintenance is carried out in a timely manor to prevent large expenses in the long term. • Oversee ordering of Services and Supplies delivered as required.
<p>Air-conditioning Management</p> <ul style="list-style-type: none"> • Building Air Conditioning system managed to ensure regular maintenance and planned replacements.
<p>Electrical Management</p> <ul style="list-style-type: none"> • Ensure all electrical systems are operational as required and repaired or replaced as needed.
<p>Car park Management</p> <ul style="list-style-type: none"> • Manage the allocation of car spaces including permanent and temporary park allocation.
<p>Tenancy Coordination</p> <ul style="list-style-type: none"> • Manage all communications with Tenants and ensure that both the Association and the

tenant adhere to the clauses in the lease.

Association Vehicles

- Ensure all Vehicles are maintained to a good working standard.
- Ensure vehicles are allocated to the appropriate staff and that they are used in the most efficient way for the Association.
- Assess economically best options for vehicle changeover and replacement.

Workplace Health & Safety

- Stopping any unsafe work practice(s) that will put yourself or others at risk.
- Reporting hazards and/ or incidents in accordance with Spinal Injuries Policies and Procedures.

Quality Management System

- Following and adhering to all Spinal Injuries Association Policy and Procedures.
- Participating and contributing to the compliance of the organisation in accordance to ISO 9001:2008 and the DS Quality Standards.

Other Responsibilities

- As directed by Management

This role can approve and make decisions on...

- Authorise any Facilities and Fleet purchases within the Budget and Purchasing procedures.
- Authorise Contractors for Facilities and Fleet.
- Make decisions within project meetings on behalf of Facilities and Fleet.
- Raise QIR's for any non compliance detected in accordance with the Spinal Injuries Association Continual Improvement Procedure.
- Stop any unsafe work practice(s) that will put yourself or others at risk.

Agreed by Employee	Date
<hr/>	<hr/>

Key Selection Criteria	
Weighting	
3	Basic Building Knowledge including knowledge of Mechanical Infrastructure, air conditioning, electrical, plumbing and security
4	Understanding of insurance processes
5	Administration Skills
3	Understanding Vehicle Maintenance
4	Coordination skills to manage car parks and tenants

KEY SELECTION CRITERIA WEIGHTING SCALE

Scale	Definition
5	Extremely important competency. Applicant must be able to demonstrate in-depth experience, skills/behaviours or knowledge to meet this criterion.
4	Very important competency. Applicant must be able to demonstrate specific experience, skills/behaviours or knowledge to meet this criterion.
3	Important competency. Applicant must be able to demonstrate general experience, skills/behaviours or knowledge to meet this criterion.
2	Desired competency Applicant must be able to demonstrate some experience, skills/behaviours or knowledge to meet this criterion.
1	Acquiring competency. Applicant must show willingness to acquire general experience, skills/behaviours or knowledge to meet this criterion.