

## Position description

**Title:** ASSISTANT BUILDING SERVICES OFFICER

**Position Number** 7006

**Classification:** Level 3

**Hub:** Community

**Program Area:** Operations

**Reports to:** (Senior) Coordinator Buildings Services

**Direct Reports:** Nil

## Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

## Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

## Organisation operating model

City of Darwin's organisational operating model is an agile high-performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



## Position objective

To actively participate in the delivery of the Building and Facilities services by undertaking routine maintenance and other associated works that support the maintenance and management of building assets to achieve the strategic outcomes relevant to the section. This position is expected to ensure all works are completed and or delivered to standard, in an efficient and safe manner.

## Key result areas

### Corporate identity



- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.

### Service delivery

- Actively engage and assist with the:-
  - Coordination of contractors to undertake maintenance projects for refurbishment of City of Darwin's built assets.
  - Contract supervision and complete final inspections prior to authorisation of invoices for works completed.
  - Preparation of building specifications and provide estimates for building projects.
  - Preparation and assessment of tenders, building condition assessments and Council reports.
  - Monitoring and reporting on building related matters within specified timeframes.
- Undertake routine maintenance duties including new installations, repairs and replacement works within the established standards, such as but not limited to:
  - Minor repairs to fixtures and fittings such as doors, door hardware, furniture and other small
  - Carpentry jobs
  - Wall fixings including mounting shelves, notice boards, artwork, removing and installing whiteboards, plaques, signage and screens
  - Basic fencing repairs and maintenance
  - Assist in the installation and removal of office furniture
  - General painting, sealing and reinstatement of surfaces
  - Minor electric work such as changing light bulbs and installing and inspecting appliances
  - General plumbing such as replace tap washers and water heater filters
  - Biannual and as required cleaning of gutters.
- Operate a range of tools, plant and equipment in accordance with manufacturers and safety standards.
- Complete administrative functions, regular site inspections, minor works projects and reporting when required in accordance with procedures and standards.



- Monitor and respond to customer requests to ensure satisfactory and courteous outcome, within policy or procedure.

### Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.

### Workplace health and safety

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

### Position prerequisites

- Certificate III in Carpentry or equivalent qualification and/or relevant experience.
- C Class Driver's license
- General Construction Industry - White Card

APPROVED BY:   
Executive Manager Operations

Date: 5/6/25

### Employee Acknowledgement

I, \_\_\_\_\_ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

