

Coordinator Assets and Technical Services

POSITION DESCRIPTION



Position Number:	4030
Department:	Organisational Services
Section:	Fleet and Facilities
Unit:	Assets and Technical Services
Position Status:	Full Time
Classification:	Contract (4 years)
Reports To:	Manager Fleet and Facilities
Revised:	August 2026

General Position Statement

This position supports Council's direction by providing leadership to the Assets and Technical Services team and a high level of business support and technical advice to the Assets and Facilities unit in relation to projects, aquatic and technical services in a professional and efficient manner. This position will support the section's corporate performance and strategic plans with a focus overseeing the delivery of capital projects and safe pool operations of all Council Aquatic facilities in a professional and customer focused manner.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Lead and mentor the Maintenance Scheduling and Assets & Community Project teams.
- Oversee the Community Project team to deliver projects which fall within the Capital and Operational programs.
- Co-ordinate reports with respect to project delivery and Maintenance Scheduling within the Community Services Department.
- Develop and implement community engagement proposals to ensure the most relevant project renewal strategies suit the desired outcome for all stakeholders.
- Manage the corporate performance of Council's Aquatic facilities by providing a high level of business acumen and support to Management.
- Monitor and report against maintenance life cycles and schedules for Aquatic Facilities and Wet Play area assets to maximise reliabilities, performance, longevity and cost effectiveness.
- Manage operational agreements and contractual arrangements of Councils Aquatic facilities including wet plays including planned inspections of all requirements under these arrangements with limited direction.
- Provide a high level of advice to support Fleet and Facilities Manager in the delivery and continuous improvement of Aquatic services.

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- Manage operational/service-related complaints and issues in relation to pool operations and Aquatic facilities effectively to ensure prompt identification and appropriate action, including researching and drafting responses prior to escalating to the Manager.
- In consultation with the Fleet and Facilities Manager and Facilities Coordinator, develop, monitor and fine-tune annual budget, cash-flow and expenditure for Council's Aquatic facilities.
- Coordinate the collation and reporting of appropriate data and statistics of Council's Aquatic facilities.
- Provide project support to the Fleet and Facilities section.
- Refer matters that may impact upon the business, Council and employees to the relevant Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Extensive knowledge of statutory, operational and Workplace Health & Safety industry standards relevant to Pool operations within a commercial environment.
- Demonstrated substantial lease and contract negotiation skills and experience with internal and external customers.
- High level proficiency in comprehensive report writing and demonstrated ability to produce logical, plain English, and professionally written communication.
- Demonstrated high level financial and budget management skills.
- Demonstrated ability to problem solve and present solutions to issues as well as possessing a high level of time management, planning and organisational skills.
- Excellent communication (oral and written), interpersonal and community engagement skills relevant to the position and strongly focused on the provision of quality customer service.
- Demonstrated ability to research and draft replies to correspondence, reports and other such documentation.
- Demonstrated Project Management experience.
- Ability to plan, initiate, manage and report on specific projects, community events and programs.
- Ability to manage a team of individuals in order to achieve high quality results whilst aligning to the values of Council.
- Demonstrated ability to liaise with external organisations to improve or establish their management systems, policy development and internal processes to increase self-sufficiency.
- Ability to effectively operate Council's computer systems including Ci Anywhere Suite (R1 and ECM), Pathways and the MS Office Suite.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.

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- Manage Career/Development – Ability to identify development activities required to perform current role and opportunities to develop to meet career expectations (as applicable).
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

Qualifications

- Bachelor Of Engineering
- Registered Engineer of Qld (RPEQ) or ability to obtain.
- Pool Plant Operators course (or ability to obtain)
- Substantial work experience in a supervisory or advisory position
- Substantial work experience in contract management.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level **Operational Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth.**

Additional Requirements

- Ability to work in an office environment and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Ability to attend meetings and forums outside hours as required.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

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This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Ensures alignment between work and Council's vision to engage and inspire others.
	Empower our People	Empowers others and builds trust and confidence through coaching.
	Enable Teamwork and Collaboration	Ensures teamwork and collaboration within and across teams.
	Effectively Communicate across the Organisation	Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders.
	Build Effective Enduring Relationships	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	Manage People Performance	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.
	Develop our People	Identify opportunities to provide development opportunities and coaching to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and team's organisational, political and cultural awareness.
	Demonstrate Organisational and Situational Awareness	Makes decisions in situations where there is scope for interpretation.
	Maintain a Strategic Focus	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	Plan and Organise Resources	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.
Customer / Community Driven	Be Customer and Community Focused	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	Manage customer and stakeholder relationships	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	Lead Change Effectively	Manages the process of change to ensure successful implementation.
	Lead Continuous improvement and Innovation	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Commits to own personal growth and learning agility and shares learnings with others.
	Lead with Emotional Intelligence	Develops emotional intelligence and awareness of impact of actions on others.
	Build and maintain Technical and Operational Competence	Maintains own technical and operational competence and supports others to develop and maintain their competence.