

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:	March 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.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

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 suits 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 Engineering 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)
- 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 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.

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Acknowledgement

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:	
Employee Name:	
Employee Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Tactical Leadership (Managers and Coordinators)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Promotes Council's vision and values. Engages and inspires others through aligning work with the vision.
	Empower our People	Coaches, mentors and empowers others through building trust and confidence across Council.
	Enable Teamwork and Collaboration	Identifies opportunities and enables respectful teamwork and collaboration across Council.
	Effectively Communicate across the Organisation	Fosters open and transparent communication and the sharing of information across Council.
	Build Effective Enduring Relationships	Strategically expand own and team's networks to ensure success.
Deliver Results	Manage People Performance	Ensure that teams understand the alignment between their work and Council's vision, mission, purpose and plans and receive support to successfully deliver against those.
	Develop our People	Provide development and coaching and mentoring opportunities to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and supports others to develop organisational, political and situational awareness and supports navigation of same.
	Demonstrate Organisational and Situational Awareness	Makes complex decisions in the absence of clear rules and processes.
	Maintain a Strategic Focus	Develops strategic direction for section/unit in line with Council's strategic direction, values and input from team.
	Plan and Organise Resources	Ensures group delivers against operational plans and KPIs through facilitating the delivery of quality work, safely, within budgets and deadlines.
Customer / Community Driven	Be Customer and Community Focused	Supports and enables teams to ensure the delivery on the purpose of Council and delivering what's best for the customer and community.
	Manage customer and stakeholder relationships	Leads, develops and supports a customer and stakeholder focused team.
Lead and Enable Change	Lead Change Effectively	Leads and champions organisational change.
	Lead Continuous improvement and Innovation	Ensures that the benefits of continuous improvement opportunities are realised across Council.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Maintains own learning agility and enables others in their personal growth.
	Lead with Emotional Intelligence	Role model values based leadership and continued focus on building resilience and leading with emotional intelligence.
	Build and maintain Technical and Operational Competence	Enables others to develop and maintain technical and operational competence.