

# Icon Water

## Position Description



<b>Title:</b>	Facilities Coordinator
<b>Position number:</b>	8777
<b>Classification:</b>	Level 3 Zone B
<b>Group:</b>	Infrastructure Services
<b>Reports to:</b>	Facilities Manager

### Position overview

The Facilities Coordinator role is part of the Infrastructure Reliability & Performance Branch within the Infrastructure Services Group. The Branch is committed to driving operational excellence and sustainable outcomes through continuous asset health management, Supply Chain Management, Fleet and Facility Management and Process Optimisation.

**The facilities Coordinator is primarily responsible for the on-site inspection and monitoring of all components involved in planned preventative facilities maintenance. Managing teams made up of workers who execute tasks. This role also includes responding to adhoc and minor project tasks, ensuring the smooth operation and safety of our facilities. The ideal candidate will have experience in facilities maintenance, strong attention to detail, and the ability to manage multiple tasks simultaneously. This position is crucial in maintaining the efficiency and effectiveness of our maintenance programs.**

Icon Water Limited (Icon Water) is an unlisted public company that is wholly owned by the ACT Government. Icon Water:

- manages over \$2b of water and wastewater assets with \$300m annual revenue;
- holds a 50% interest in ActewAGL Distribution which owns over \$1.4b of electricity and gas distributions networks; and
- holds a 50% interest in ActewAGL Retail which holds a majority market share in the ACT electricity and gas retail market with a turnover of over \$600 million.

Icon Water's voting shareholders are the Chief Minister of the ACT and the Minister for the Environment and Heritage. Icon Water has corporate reporting and compliance obligations under *the Territory-owned Corporations Act 1990* and Corporations Law.

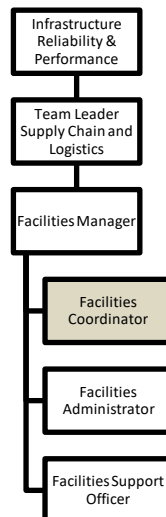
In addition to legislation relating to all management roles, you are responsible for specific outcomes required by legislation governing the supply of water and sewerage services including the *Utilities Act 2000*, *Water Resources Act 2007*, *Environment Protection Act 1997*, *Water and Sewerage Act 2000* and the *Public Health Act 1997*.

Your duty to your employer includes an obligation to carry out your work in a way that does not put Icon Water in breach of any legislative or regulatory obligations. Icon Water will have responsibility to provide suitable training and to make you aware of the legal obligations relevant to your work.

Under Icon Water's Integrated Management System, you are required to participate fully in, and lead for your own area of responsibility, all aspects of health, safety and environmental management, including risk assessment, hazard identification and control and incident reporting.

### Group overview

The **Infrastructure Services Group** are responsible for the safe and effective ongoing operation and maintenance of the water and sewerage network providing services to Canberra and the ACT region. The Group is structured in a way to provide end to end water and sewer asset solutions. The Group is responsible for asset and growth strategy, portfolio, program and project development and planning, network and plant operations and maintenance, water and sewer capital works delivery, water and sewer asset reliability and performance, and technical engineering and standards development and maintenance.



## Key responsibilities

- Provide specialised project surveillance work and input in either a functional or advisory capacity in relation to design, development, construction work and commissioning work.
- Required to undertake visual inspections of work and liaise with stakeholders to plan site inspections and site coordination.
- Provide reports regularly to the Property and Facilities Specialist and relevant stakeholders detailing progress and any problems encountered.
- Provide measurements and samples of materials and carry out quality control checks, this includes identifying defects and recommending proposed solutions to rectify.
- Build and maintain relationships with both internal and external stakeholders.
- Monitor contractors as required to ensure that all schedules, technical, quality, safety regulations and environmental obligations are achieved.
- Review and sign-off Icon Water and contractor permits as required to meet safety, quality, environmental, operational, and asset protection requirements.

Coordination of site construction and commissioning works with internal and external stakeholders, including seeking approval for works and providing notifications as required.

- Ensure that design integrity and designer obligations and liabilities are maintained through endorsed design change control procedures.
- Undertake the assessment, formulation and implementation as appropriate, of Icon Water's standards and procedures for the preparation of works and related technical documentation
- Assist in the review and mark-up of design documents throughout the design phase of projects to ensure compliance.
- Ensure internal stakeholders are notified of all planned service interruptions in accordance with Icon Water's procedures and standards of service.
- Assist with managing minor projects as directed.
- Review contractors' plans, work methods, job safety and environment analyses, and inspection and test plans.
- Attend contract meetings and prepare minutes of delegated projects.
- Actively promote a collaborative "one-team" environment between the Icon Water and contractor delivery teams.
- Inspect and maintain building systems (heating, ventilation etc.)

- Inspect facilities periodically to determine problems and necessary maintenance
- Contribute to the development of the annual facilities maintenance budget and ensure compliance
- Other duties within the employee's skill, competence and training.

### **Qualifications, knowledge and experience**

- Professional Certifications (e.g. RII10115 Certificate I in Resources and Infrastructure Operations or HVAC certified) are preferred
- Strong technical knowledge of all building systems (electrical, heating etc.) and security systems operations
- Proven experience as a maintenance supervisor or similar role
- Experience in conducting investigations, analysing footage, and gathering evidence
- Excellent communication and interpersonal skills and collaborating across departments

### **Attributes and skills**

- Achievement orientated: Sets clear goals, strives to attain them and is not deterred by challenges.
- Attention to detail: Examines issues thoroughly, using information gained to identify details important to the matter at hand, monitoring work to ensure accuracy.
- Independence: Self-directed and proactive, able to work with minimal supervision yet know when to seek advice and support.
- Time management/organisational skills: Plans and organises self (and others) to ensure the timely completion of tasks.
- Problem solving skills: Prioritises problems, gathers and analyses the right information to identify symptoms, causes and the right people to involve in solution development and implementation.
- Communication skills: Communicates effectively verbally and in writing, adapting style to suit different audiences.
- Interpersonal skills: Assesses the priorities, expectations and behaviour of others in order to establish and maintain effective working relationships with subordinates, peers and superiors from across the organisation and externally.
- Writing skills: Uses clear, concise language in all written products, and includes content appropriate for the purpose and audience
- Initiative: Contributes ideas and initiates new ways of working, shows enthusiasm for project work and special assignments [and/or takes ownership of problems, acts on opportunities and devises practical solutions].
- Service orientation: Displays a commitment to delivering quality client service, values the provision of accurate and timely information and relates to people from across the organisation.



**Community**



**Care**



**Courage**



**Connection**