

## JOB DESCRIPTION

### Coordinator Assets and Maintenance

<b>Level:</b>	Level 4
<b>Position Number:</b>	40000049
<b>Location:</b>	Geraldton
<b>FTE:</b>	1.0
<b>Division:</b>	Capability, People and Culture
<b>Branch:</b>	Assets, Amenities and Sustainability
<b>Agreement:</b>	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
<b>Award:</b>	Government Officers' Salaries Allowances and Conditions Award 1989

### ABOUT THIS POSITION

The Coordinator Assets and Maintenance assists in the coordination of the College's facilities, buildings, assets, furniture, vehicle fleet and equipment for the Mid West and Gascoyne Campuses (Geraldton, BCMI, Technology Park, Carnarvon and Exmouth). The position coordinates the College's maintenance activities and the day-to-day operational aspects of facilities contracts, fleet management, facilities and maintenance staff.

### POSITION'S RELATIONSHIPS

#### THIS POSITION REPORTS TO:

Manager Assets, Amenities and Sustainability	Kalgoorlie	Level 7
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#### OTHER POSITIONS REPORTING TO ABOVE POSITION:

Coordinator Assets and Maintenance	Kalgoorlie	Level 4
Coordinator Assets and Maintenance	Northam	Level 4
Coordinator Student Amenities and Sustainability	Geraldton	Level 4

#### OFFICERS UNDER DIRECT RESPONSIBILITY:

Facilities and Maintenance Officer x 2	Geraldton	Level 2
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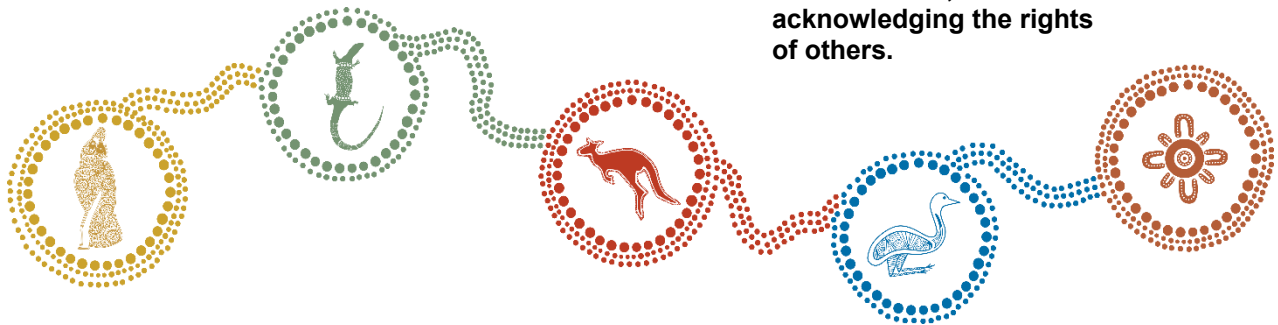
## OUR VALUES

### INTEGRITY

We are genuine, honest, and apply high ethical standards.

### RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



### COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

### INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

### COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

## KEY ROLE INFORMATION

### KEY RESPONSIBILITIES OF THE POSITION:

- Coordinates and directs the activities of the Facilities staff and external contractors.
- In conjunction with the Manager Assets, Amenities and Sustainability assists with the monitoring and coordinator of facilities related contracts i.e. gardening, security and waste.
- In conjunction with the Department of Finance coordinates all breakdown repairs, routine maintenance, preventive maintenance and minor works projects for the Campus.
- Coordinates the security of the College's building and facilities, including liaising with security monitoring company and security contractors.
- Coordinates the ordering, replacement, maintenance and safety of the Mid West/Gascoyne campuses vehicle fleet.

### General

- Liaises with College staff, ensuring positive relationships, communication and cooperation is maintained.
- Works in accordance with College values, Code of Ethics, Code of Conduct and principles of Accountable and Ethical Decision Making.
- Commits to being a willing, adaptable and contributing team member.
- Complies with Work, Health and Safety practices.

## Other Duties

- Serves as the Chief Warden.
- Other duties as required.

## SELECTION CRITERIA

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The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Leading Others and the ability to demonstrate and apply the expected leadership behaviours.

### ESSENTIAL:

- Experience in the coordination of buildings, assets, facilities and vehicles.
- Strong interpersonal skills with demonstrated ability to liaise effectively with people from a diverse range of cultural backgrounds and of all ages.
- Well developed organisational and planning skills including the ability to work to strict deadlines and effectively coordinate multiple tasks.
- Experience in effectively supervising and managing staff, in a customer focused manner.
- Understanding of Workplace Health and Safety and relevant legislation.

### DESIRABLE:

- Relevant Trade Qualification
- Experience in managing minor works and small projects.

## OTHER REQUIREMENTS

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- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

## CERTIFICATION

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The details contained in the document are an accurate statement of the position's responsibilities and requirements.



Joanne Payne  
Managing Director

31 July 2025

## LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: LEADING OTHERS.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Leading Others for this position.

<b>Lead collectively</b>	You work proactively to create shared thinking and understanding across your team. You accept responsibility for contributing to the collective strategy of the College and adopt a perspective that embraces all those you lead.
<b>Think through complexity</b>	You think critically and strategically to solve problems and enhance effectiveness across your team.
<b>Dynamically sense the environment</b>	You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes. You seek to understand the root cause of problems by investigating multiple sources of information.
<b>Deliver on high leverage areas</b>	You identify and understand the competing priorities of your work area, prioritising essential tasks and adjusting as appropriate. You assign tasks and delegate appropriately.
<b>Build capability</b>	You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
<b>Embody the spirit of public service</b>	You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of the College. You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work.
<b>Lead adaptively</b>	You are continually learning and adapting your personal style and approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.