



METROPOLITAN  
CEMETERIES BOARD



## JOB DESCRIPTION FORM

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Metropolitan Cemeteries Board  
KPO 011 Buildings and Projects Officer

### POSITION DETAILS

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Classification/Level	Level 5
Award/Agreement	Public Service and Government Officers' General Agreement 2014
Org Unit	Planning and Operations
Physical Location	Karrakatta

### REPORTING RELATIONSHIPS

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Number of positions Supervised:	1
	KPO802 Building TradesPerson / Handyman
Overseeing SUPERVISOR	
Position Number	KPO009
Position Title	Coordinator Planning and Projects (CPP)
Classification/Level	Level 6

### KEY WORK DESCRIPTION

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*This section provides a brief summary of the key functions of the position:*

Assists the CPP with the planning, and is responsible for project management of designated construction and refurbishment projects, the supervision of the building maintenance program and building maintenance contractors.

The role also participates in the MCB Emergency Management Response Team.

### ORGANISATIONAL CONTEXT

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*This section provides a synopsis of the Organisation and its goals.*

The Metropolitan Cemeteries Board (MCB) was created on 1 October 1988 to manage cemeteries in the Perth metropolitan area. The MCB is a fully self-supporting statutory authority within the Western Australian Public Sector. The MCB reports to the Minister for Local Government; Community Services; Seniors' and Volunteering; Youth. Revenue is raised from the fees and charges for the services and products provided at the MCB's cemeteries. Revenue raised is allocated for the provision of current and future operations and the development of facilities.

The Board of the MCB consists of a Chairman, Deputy Chairman and five members, all appointed by the Governor in Council and responsible to the Minister for Local Government; Community Services; Seniors and Volunteering; Youth.

Through the Chief Executive Officer, the MCB manages six cemeteries and memorial garden sites around Perth: Karrakatta, Pinnaroo Valley Memorial Park, Fremantle, Midland, Guildford and Rockingham Regional Memorial Park. The MCB also participates in the management of East Rockingham Pioneer Cemetery.

## **WORK DESCRIPTION**

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*This section outlines the results and outcomes required of an individual in this position.*

### **ORGANISATIONAL DUTIES**

- Participates as required in the development and implementation of the MCB's Operational Plans and other corporate initiatives.
- Participates as required in the development and implementation of appropriate work team plans.
- Establishes and maintains effective working relationships with peers and colleagues to achieve team and Division operational objectives.
- Participates in the MCB's performance management system.
- Undertakes all duties consistent with EEO, safety and health legislative requirements.
- Exercises appropriate initiative and undertakes duties in accordance with MCB legislation, policy and procedures.
- Performs all aspects of the role honestly and in accordance with the MCB's Code of Conduct and its values of Compassion, Respect, Understanding and Integrity.
- Participates on relevant internal and/or external committees and and/or working parties.
- Other duties as directed, according to organisational needs.

### **CUSTOMER AND STAKEHOLDER MANAGEMENT AND LIAISON**

- Maintains good customer relations in line with the MCB's Customer Service Charter.
- Handles and resolves complaints and enquiries.
- Liaises with stakeholders and project partners to ensure deliverables meet quality, time and budget outcomes.
- Collaborates with and influences stakeholders and project partners to achieve MCB plans and outcomes.

### **BUILDING CONSTRUCTION AND PROJECT MANAGEMENT**

- Responsible for contract and project management of construction and refurbishment projects including, cemetery infrastructure, minor buildings, office fitouts and building renovations, ensuring compliance with relevant standards.
- In conjunction with the CPP and relevant Coordinators, develops contract specifications and assists in evaluating submissions.
- Provides building and construction advice in relation to building development applications.
- In conjunction with the CPP, participates in the planning and development of major building construction and cemetery development projects, ensuring the safety of staff, contractors and the general public is maintained, and complying with relevant legislative requirements.
- Uses the MCB's Project Management Software to manage building, construction and other planning projects.
- Provides regular reports to the CPP on expenditure and progress associated with projects and contracts.

## **FACILITIES MANAGEMENT AND BUILDING MAINTENANCE**

- Conducts building and property condition reporting and supervises the preventative maintenance plan.
- Oversees contracts including air conditioning, cleaning and hygiene, electrical, building access systems, fire, security and CCTV systems.
- Assists coordinators and the planning team on infrastructure matters and advising on specifications, product availability, quality and cost, and relevant building regulations.
- Supervises maintenance contractors in consultation with coordinators.
- Supervises the Building Trades Person and monitors the performance of the MCB's maintenance reporting system.

## **ASSET AND FINANCIAL MANAGEMENT**

- Assists the CPP with developing annual and long term operational and capital budgets.
- Supervises building projects and operational maintenance budgets and controls relevant building and infrastructure inventory.
- Maintains the Asset Register for buildings and property.
- Reviews policies and procedures relating to safe work practices for property and maintenance tasks.
- Participates in the MCB Fire and Emergency Management team.

## **WORK RELATED REQUIREMENTS**

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### **ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS**

*In the context of this position, able to demonstrate:*

1. A post-secondary qualification in a relevant field such as Building Trades, Facility or Asset Management or extensive experience as a building supervisor or in building maintenance.
2. Skilled in preparing and monitoring budgets and asset management plans.
3. Proficient in project and contract management.
4. Good interpersonal and collaboration skills and demonstrated ability to participate in and influence a team.
5. Good verbal and written communication skills with the ability to communicate sensitively and effectively.
6. Sound computer skills, in word processing, spreadsheets, databases e.g. Asset Management and Project Management.
7. A commitment to ethical decision making.

### **SPECIAL EQUIPMENT/REQUIREMENTS**

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C Class Drivers licence required (manual).

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## **ESSENTIAL PRE - EMPLOYMENT REQUIREMENTS**

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'Australian Permanent Residency' status is a minimum requirement for permanent appointments to the WA Public Sector.

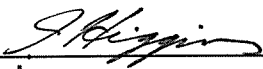
A 100 point identification check will be conducted by the MCB prior to recommendation for appointment.

The recommended applicant will need to provide a National Police Clearance prior to appointment that is less than six months old.


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## **CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Signature:   
Manager/Supervisor

Date: 23/06/16

Signature:   
Manager Human Resource and Organisational Development

Date: 23/6/16