



## Frequently Asked Questions

### Metropolitan Cemeteries Board Buildings and Projects Officer

We understand that working for a cemetery may seem like an unusual role and that you may have some questions that can help you decide if you would like to apply.

If you join the MCB you will become part of a very motivated, connected and collaborative team who love to make a difference. MCB staff have a unique opportunity, responsibility and honour to impact upon people's lives during a difficult time and we find that our staff gain immense satisfaction in being able to do that. We demonstrate this through our values of Compassion, Respect, Understanding and Integrity.

At the MCB we look after our staff and aim to create a great working environment for them.

#### **What kind of work will I do as the Buildings and Projects Officer?**

You will be involved in a range of projects with external contractors, staff from across the Planning and Operations directorate and other areas of the MCB, including the Coordinator Planning and Projects, Director Planning and Operations, site coordinators and the Chief Executive Officer. In many cases, you will be the MCB building and construction expert that understands and communicates our needs on key projects.

There are three main areas of work that you'll be involved in.

*1. Building construction and project management* – You will be responsible for the project management of designated construction and refurbishment projects. For example, you'll apply your technical expertise and practical building and construction experience to assess building plans to make sure they are 'fit for purpose' and meet our requirements.

This demands careful consideration of the final product from the client's perspective, whether it be a road, chapel, mausoleum, or parking area. It also requires you to be able to liaise with builders and other external contractors on a range of building and construction matters: to understand their proposals; assess their appropriateness for the MCB; or recommend any changes. You'll play an important role in helping the MCB to plan, build and maintain a range of cemetery facilities that meet the needs of our community, now and into the future.

Our new project management system is Enterprise Project Management which requires planning and coordination of resources and oversight of activities to ensure the successful delivery of all projects. You will manage contractors engaged on projects, overseeing their work from the building and construction perspective, to make sure it meets our quality standards and functional requirements.





**2. Facilities management and building maintenance** – At the MCB, we have many buildings and assets across our six sites. As part of our Asset Management Program, you'll be responsible for assessing and reporting on all aspects of our buildings, which include administration offices, chapels, lounges, crematoria, mausoleums, work compounds and other structures. You'll prepare detailed condition reports on everything from the interior paint, furniture and air-conditioning, to the fire and security systems, gutters and roofs and maintain the preventative maintenance program by managing associated contracts and contractors. You will work closely with the Coordinator of Planning & Projects in the development of tenders and contracts for the ongoing preventative maintenance routines, ensuring compliance with relevant Building Standards and Codes. Several sites have historical and cultural significant buildings. You'll also be responsible for assigning work to the MCB Building Tradesperson, for those repair and maintenance tasks that can be completed internally.

The MCB is implementing a new Technology One Enterprise Fleet & Asset Management System that is fully integrated with the finance and project management functions. You will assist in transitioning the building maintenance components from the current process to the new integrated environment.

**3. Asset and Financial management** – You will work closely with the Coordinator Planning and Projects on the strategic asset management planning for the MCB. You will provide input on the building, construction and infrastructure requirements for the future, considering what is needed and when, the associated risks and budget forecasting, to ensure careful capital investment in our assets that delivers the greatest benefits for the community. For example, applying your knowledge and experience, you'll help to determine whether roof repairs at the Fremantle mausoleum should be carried out all at once, or in stages, considering the impact on clients and overall project costs.

### **What training support will I get?**

You will participate in the MCB induction program, with other new employees, providing a broad overview of the whole business. You will also take part in an orientation program with the Coordinator Planning and Projects, site coordinators and the Building Tradesperson, to learn about our sites, the projects planned and underway, and other important aspects of the work.

The best learning is hands on, so you will be quickly immersed in your new role, working closely with the Coordinator Planning and Projects to understand the projects you'll be managing, as your knowledge builds.

You will be trained in all relevant computer systems and applications, and receive fire and emergency management training as part of the MCB Fire and Emergency Management Team.

### **Where is this position located?**

You will be based predominantly at Karrakatta, with the Coordinator Planning and Projects and other members of the Planning and Operations team. You will also spend a lot of time at our other sites, working with site coordinators and other staff, depending on the projects that you're managing at the time. For example, you may need to work exclusively from the Rockingham





Regional Memorial Park for several days or weeks, to progress and effectively manage the new Rockingham Crematorium project.

### **Is part-time work a possibility?**

The Buildings and Projects Officer is a very important role as it's responsible for many projects and contracts at any time. So, due to operational requirements, it is a full-time position, and cannot be carried out on a part-time or job share basis.

### **Am I going to be touching coffins or ashes?**

No – in this role you will never be in contact with a coffin as it comes to the cemetery. You might see it through the window of the hearse as it drives through the cemetery. Once a cremation has occurred, the ashes may come back to one of our administration offices in a sealed container and families will come into the cemetery to collect them. You may see these containers in an office prior to them being collected.

### **So, am I suitable for the role?**

The Buildings and Projects Officer is someone who has extensive experience in the building trades preferably as a building supervisor or in building maintenance. They are a knowledgeable and skilled project manager, familiar with coordinating numerous projects simultaneously, ranging from simple to complex. They have experience in asset and property management and are able to carry out comprehensive building assessments and prepare reliable condition reports for maintenance requirements and scheduling. They are competent building maintenance and construction contract managers that can work with a range of people from diverse backgrounds and trades. They have some experience in fire and emergency management.

Importantly, the Buildings and Projects Officer is able to consider building and construction projects from the perspective of our clients, the families, and other parties including funeral directors and celebrants, that visit our cemeteries and use our facilities every day. For example, they will appreciate that many of our clients are elderly, so walking long distances to chapels or using wheelchairs on paths, are important factors to consider when planning.

If you think this sounds like you, and the values of the MCB align with your own, please put in an application, giving examples of how you fit the criteria and could become part of our team.

