



POSITION DESCRIPTION

Position Detail

Position Title	Asset Maintenance Planning Coordinator
Employment	Full time, permanent
Reporting to	Property Asset Manager
Expenditure Authority	\$5,000
Location	Based at Head Office but attend various sites on a frequent basis or as otherwise required
Car	Company car is part of package
Other Requirements	Be "on-call" as an emergency contact person for emergency situations and attend to the site if necessary

Job Purpose

In conjunction with the Property Asset Manager, ensure the short-term and long-term planning of maintenance services and capital replacement of all plant, equipment, buildings and landscaping at TriCare sites (25+) is planned and cost effective.

Main Duties

- Undertake condition assessments of all buildings, plant, equipment and external grounds to ensure that the current maintenance regime is appropriate and the required service delivery levels are being met.
- Identify all maintenance tasks to ensure all TriCare assets meet the required levels and that deficiencies are identified and prioritised within the planned maintenance program so that all asset-related planned maintenance, refurbishments and asset replacements are identified and recorded within the annual planned maintenance program, 10-year forecast maintenance program and 10-year capital replacement program.
- Ensure that TriCare's assets are maintained to the level that best contributes to achieving the service delivery objectives.
- Ensure TriCare's asset register is being updated to reflect the asset condition and life expectancy of assets and that facility asset plans are updated.
- Produce scope of works, arrange quotes/tenders, make recommendations and manage approved projects within agreed timeframes, budget and to the specified standard.
- Oversee and manage the engagement, supervision and performance of external contractors in the delivery of maintenance, refurbishment and capital replacement projects. Ensure projects are delivered efficiently, effectively and within contracted or agreed timeframes.

- Ensure that site reviews, which include quality and risk assessment on each site, are conducted every 3 months. Arrange minor repairs in conjunction with the Asset Maintenance Supervisor and report findings to the Property Asset Manager.
- Lead and coordinate the Maintenance Operators in each facility in undertaking a comprehensive annual audit.
- Maintain the asset management information system up-to-date with accurate information relating to TriCare assets.
- Assist in the development of standardised defect and condition assessment procedures and the implementation of processes for all TriCare assets.
- Assist in the development of an asset management framework and service delivery strategy and any associated processes.
- Assist in the review, update and ongoing development of facility asset plans for all TriCare assets.
- Coordinate the review and implementation of asset plans and maintenance schedules for newly acquired buildings and assets. Attend coordination and handover meetings where necessary and ensure that information provided such as Maintenance Manuals and as-constructed documentation is appropriate. Assist the Asset Maintenance Supervisor in reviewing all assets prior to the defect liability expiring to ensure that assets are in appropriate condition to be handed over to TriCare.
- Provide support and guidance in the implementation and use of a CMMS (Computerised Maintenance Management System).
- Provide technical assistance with design and cost estimates for proposals identified by Facility Managers and Village Managers.
- Provide input into the preparation of the annual preventative maintenance budget.
- Where necessary coordinate maintenance activities and projects with the Refurbishment Supervisor to occur in conjunction with refurbishment projects.
- Provide design and specification input into future project work to optimise the future performance of TriCare facilities as requested.
- Apply (where relevant) latest Standards, By-Laws and Regulations
- Upgrade drawings to provide as-built information of all facilities.
- Undertake any special projects as requested by the Property Asset Manager.
- Demonstrate knowledge and understanding of Standards, Legislation, Acts, Regulations and maintenance of a safe and compliant environment.
- Demonstrate effective communication strategies and appropriate conduct in the workplace.
- Critically analyse and effectively utilise data to support and improve practice and systems.
- Approve payments of invoices where authorised.
- Actively participate in review and re-design of building and service elements and environment as required.
- Demonstrate ability to operate autonomously and make appropriate management decisions.
- Act as resource person, sharing current and best practice information. Recommend and initiate innovative work practices

Monitoring, Reporting and Communication

- The Asset Maintenance Planning Coordinator will coordinate the flow of information between the Property Asset Manager and Aged Care Facility or Retirement Village Managers as required. This will ensure that short and long term maintenance planning and capital replacement of TriCare assets and facilities is effectively managed.

Skills and Knowledge

- Comprehensive knowledge and understanding of asset management frameworks, strategies and principles.
- Comprehensive trade knowledge, particularly in maintaining buildings and equipment.
- Demonstrate the ability to undertake condition assessments of all TriCare assets and provide cost estimates for the planned maintenance tasks and projects.
- Demonstrated skills in the use and application of CMMS (MEX would be an advantage)
- Advanced level in Microsoft Office suite, particularly Excel
- Demonstrated high level communications, written, verbal and reporting skills.
- Demonstrated high level problem solving and data analysis skills.
- Capability to plan effectively, prioritise and deliver in a timely and efficient manner.
- Current open Australian Driver's Licence

Qualifications and Experience

- Qualification in asset management or project management or at least five (5) years relevant experience including practical experience of asset management practices.
- Knowledge and experience in the use and application of computerised techniques for project and asset maintenance management.
- Knowledge and experience to be capable of providing support in the analysis of asset management system data and the development of appropriate intervention strategies to improve performance and to address issues and problems.
- Understanding the requirements and environment of Nursing Centres and Retirement Villages.
- Ability to work in a team environment.
- Police check with no criminal convictions.

Personal/Other Attributes

- Ability to work to deadlines.
- Honest, reliable, punctual, self-motivated.
- Needs no supervision.
- Good communication skills.
- Ability read architectural and services plans.
- Ability to design, sketch, draw and cost out proposals and programme work on a priority basis.

Work Health and Safety

The incumbent has the responsibility to comply with and meet all obligations contained in:-

- 1) Work Health and Safety (WHS) legislation;
- 2) Related WHS responsibilities; and
- 3) TriCare's Injury Risk Management (IRM) standards.

Performance Measures

Annual Quality Performance Improvement Review