



Mansfield Shire

Position Description

Coordinator Building &
Assets

High Country, Lakes and Rivers



Coordinator Building & Assets

Vision - Together we work with our community to make Mansfield Shire an even better place.

Mission - As one team, we plan, engage, communicate and deliver for our community

Position Number	Classification	Date
145.1	Band 7	October 2026
Unit	Enquiries	Status (FTE)
Operations & Infrastructure	Executive Manager Operations & Infrastructure	0.6

Position Overview

The objective of this position is to improve the planning, coordination, delivery and continuous improvement of Council's building and civil infrastructure assets. The position ensures the efficient and effective delivery of asset and maintenance programs, while supporting long-term asset sustainability, legislative compliance, budget management and service delivery outcomes.

Key Responsibilities

- ▶ Coordinate the maintenance, renewal and improvement of Council's buildings, assets and associated infrastructure networks.
- ▶ Ensure service delivery standards are met through effective planning, scheduling and monitoring of works programs.
- ▶ Ensure the safe, effective and efficient use of all resources (staff, plant and equipment) to achieve Council's work program objectives and obligations for building maintenance, including the inspection and maintenance of Essential Safety Measures.
- ▶ Manage proactive and planned maintenance activities to achieve operational objectives.
- ▶ Liaise with the general public and stakeholders in respect to queries, complaints, or requests regarding assets and building issues.
- ▶ Monitor contractor and staff performance to ensure quality outcomes.
- ▶ Maintain accurate asset data, condition assessments and renewal forecasts.
- ▶ Identify asset renewal and upgrade priorities based on risk, condition and community needs.

- ▶ Manage all staff or plant issues to ensure continuity of Council's works program.
- ▶ Assist the Manager Field Services in the development of annual budgets, capital and project plans and the planning and implementation of seasonal programs
- ▶ Provide quality customer service by providing accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Oversee the management and operation of Council's aquatic facility, including contractor performance, contract compliance, budget monitoring, asset maintenance, risk management and service delivery, ensuring the facility operates safely, efficiently and in accordance with legislative requirements, Council policies and community expectations.
- ▶ Other duties as directed by the Manager Field Services in accordance with the responsibility and skill level of the position.

Organisational Relationship

Reports to

- ▶ Manager Field Services

Supervises / Manages

- ▶ Asset Maintenance Officer
- ▶ Building Technical Officer

Internal Liaisons

- ▶ All other staff

External Liaisons

- ▶ General public, residents and ratepayers
- ▶ Contractors
- ▶ Lease and license holder of Council properties
- ▶ Government Departments & Local Government Victoria

Specialist Knowledge and Skills

Knowledge of:

- ▶ Demonstrated knowledge of building & assets planning, maintenance, renewal and construction practices.
- ▶ Sound understanding of asset management principles, including asset lifecycle planning, condition assessment, risk management and long-term financial sustainability.
- ▶ Knowledge of relevant legislation, standards, regulations and guidelines relating to local occupational health and safety.
- ▶ Proven ability to develop, implement and monitor Asset Management plans and systems.

Our Values

Leadership &
Advocacy

Engagement
&
Collaboration

Integrity &
Respect

Improvement
&
Innovation

Skills and Competencies

- ▶ Demonstrated ability to lead, motivate and develop multidisciplinary teams to achieve organisational objectives.
- ▶ Sound communication and interpersonal skills with demonstrated ability to communicate verbally and in writing, present information, and respond to questions from managers, ratepayers and the general public.
- ▶ Ability to define problems, collect data, establish facts, and draw valid conclusions.
- ▶ Computer skills.
- ▶ Procurement experience.
- ▶ Assets and contractor management.
- ▶ Records and document management skills.
- ▶ Strong commitment to workplace health and safety, environmental compliance and quality assurance.

Qualifications and Experience

Experience

- ▶ Demonstrated experience in the management, maintenance and renewal of civil infrastructure assets.
- ▶ Proven experience in asset management, including asset condition assessment, lifecycle planning and renewal prioritisation.
- ▶ Experience in managing contractors, consultants and service providers to achieve project and operational outcomes.

Qualifications

- ▶ Tertiary qualification in Civil Engineering, Asset Management, Construction Management or a related discipline (preferred).
- ▶ Current Victorian Drivers Licence.
- ▶ Knowledge of Local Government Asset Management Frameworks, Austroads guidelines and Australian Standards relating to road and civil infrastructure management.
- ▶ Civil infrastructure competencies (preferred).

Key Selection Criteria

- ▶ Experience in managing building or asset management or maintenance plans or programs.
- ▶ Proven ability to manage multiple projects simultaneously and deliver outcomes within agreed timeframes, budgets and quality standards.
- ▶ Sound interpersonal skills with the ability to communicate with a diverse range of people.
- ▶ Excellent time management skills, ability to set priorities and work efficiently.
- ▶ Experience using asset management systems, GIS software, project management tools and Microsoft Office applications.

Position Descriptors – Band 7

Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Provide quality customer service and accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Support principles in place to make informed decisions in relation to services and assets considering built, social, economic and natural impacts of service delivery, asset provisions and asset maintenance.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Develop and maintain a culture in which staff anticipate and deliver services in a responsible and customer focused manner.
- ▶ Be committed to and implementation of the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Understand the Best Value principles and practices relevant to the Department.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Engineering & Capital Works
- ▶ Operations & Infrastructure
- ▶ Investment & Planning
- ▶ Business & Finance
- ▶ Development & Customer Service

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

Accountability and Extent of Authority

- ▶ Activities are governed by established organisational policies and procedures and within agreed service

- ▶ Direction is covered by clear service delivery objectives and targets and/or budgets.
- ▶ Input in to policy development within area of expertise is required.
- ▶ Freedom to act subject to professional and regulatory review.

Judgement and Decision Making

- ▶ This position requires a combination of high level problem solving skills and policy development expertise.
- ▶ The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.
- ▶ Authorised to approve expenditure on relevant accounts as determined by delegation.

Management Skills

- ▶ Skills in managing time, setting priorities, planning and organising one's own work.
- ▶ Supervision skills to establish and maintain productive relationships with staff, community internal and external stakeholders.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety, training and development.
- ▶ Ability to apply initiative and innovative thinking to organisational problems.
- ▶ Achieve annual strategic performance objectives set for the position.
- ▶ Take ownership and work autonomously.

Interpersonal Skills

- ▶ High level of oral and written communication skills including a high level of sophistication in creation of correspondence and reports.
- ▶ Ability to gain cooperation and assistance from peers, consultants, contractors, developers, agency representatives and customers.
- ▶ Ability to lead, motivate and develop other employees.
- ▶ Advanced decision making and problem solving skills.
- ▶ Highly developed analytical skills.
- ▶ Demonstrated commitment to quality customer service.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

How to apply

1

Cover letter

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.

2

Key selection criteria

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.

3

Resumé

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.

4

Submit your application by the closing date

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at <https://www.mansfield.vic.gov.au/council/work-with-us/information-applicants> for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Tasman Clingan, Manager Field Services on (03) 5775 8543

More detailed information on how to apply is available at
<https://www.mansfield.vic.gov.au/council/work-with-us/information-applicants>
including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by Acting
Manager People,
Communications &
Governance:

Date:



14 October 2026

Employee's
Signature

Employee's
Name

Date: / /



Mansfield Shire