

**JOB TITLE:** Project Officer - Property Maintenance

**DEPARTMENT:** Plant & Property Maintenance

**REPORTS TO:** Team Leader Property Maintenance

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### **PURPOSE AND SCOPE OF ROLE**

The role is responsible for ensuring planned, preventive and reactive maintenance on SW properties are well coordinated and delivered, ensuring SW buildings and rented buildings/Office space remain safe, functional and Compliant to regulations of the Company and the Government ensuring physical assets lifespans are extended and that all SW asset and properties are well maintained /kept in good conditions. The role is responsible and covers key areas such as Project delivery, Contract and Contractor management, Audits and inspections, Risk management and Compliance as well as budgeting and reporting.

### **KEY RESPONSIBILITIES**

As a professional staff the role holder will:

1. Check Properties/ Asset urgent maintenance issue(s) and report to the TL property maintenance.
2. Prepare and submit requested inspection/assessment reports by TL Property Maintenance
3. Assist TL Property Maintenance to compile monthly/quarterly departmental report(s) and submit to Coordinator for review.
4. Assist TL Property maintenance in the coordination of facilities improvement projects (e.g. renovations – offices, road access etc...)
5. Keep track record/monitor departmental yearly Property maintenance expenditure(s) & spending costs
6. Assist Property Officer to monitor vegetation and debris control at water tank (reservoir) sites, borehole pump sites, water pump stations. Carrying out inspections for fences, access roads, structures etc.
7. Identify and document required maintenance issues and outstanding actions that is hindering the normal function and use of reservoir/tank sites, borehole pump sites, water pump stations, office compound and office space, SW residences, fence structures and other SW properties.
8. Assist in the design and preparation of property projects using AutoCAD and/or other related software app.
9. Provide administrative support to the property maintenance team.
10. Assist TL property maintenance with supervision of maintenance works/project activities for all elements of the property function.
11. Co-assist with IT staff in maintaining building security system (CCTV) and procedures in conjunction with Health and Safety team.
12. Assist the TL Property Maintenance in project scoping/BOQ & Budget preparation for Honiara OPS sites and also in the provincial sites
13. Assisting Property maintenance team for building audit and monthly inspections.
14. Assist property team with building code standards implementation to ensure all maintenance/project activities meet all required standards( AS/NZ) including high quality output service delivery
15. Assist property team with project supervision for both Honiara and provincial team when there is a maintenance request

16. Prepare project design plan and estimated budget via Customer Request Form for Coordinator review then liaise with procurement team for tender preparation
17. Prepare project (CPAF) and liaise with PMU or internal line manager for project approval
18. Manage any hired contractors to ensure project completion done on time and according to budget cost
19. support coordinator items of yearly budget during team identified improve areas
20. Any duties as assigned by the TL in charge or the Departmental Coordinator

### **Selection Criteria**

- Knowledge of health & safety practices and regulations
- Computer literate (i.e., AUTOCAD and other design software, excel, Microsoft power point, word, outlook)
- An eye for detail
- Excellent communication and interpersonal skills
- Problem solving and decision making skills
- Good negotiation skills
- Creative/Initiative and ownership of task
- Highly Organised
- Prioritise daily routing
- Able to accept change management
- People Management
- Resource Management
- Time Management
- Train, Mentor and Coach others
- Assist team to implement asset management system.

### **Qualification**

- Graduate engineer (Civil, Mechanical), Construction engineer

### **Essential**

- Graduate Engineer (e.g., Civil or Mechanical Engineering) or a diploma in building/construction including a qualification in Vehicle & Heavy Plant service/repair maintenance.

### **Desirable**

- Driver's license
- Technical qualification from a recognized tertiary institution.

### **Experience**

- At least 3 years proven experience as a Plant & Property Maintenance Officer or a similar role in a SOE or government setting.