

**JOB TITLE: Plant and property Maintenance Coordinator**

**DEPARTMENT: Corporate Services**

**REPORTS TO: Head of Corporate Services**

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**Purpose and Scope of role**

The Plant and Property Maintenance Coordinator is responsible for keeping SW residential and commercial buildings and properties cleaned and maintained and is also responsible for ensuring plant and mobile equipment are maintained to expected performance levels. The role is further responsible for the physical security of the assets. The incumbent will hire the landscaping crews, oversee the maintenance staff and keep things looking nice and maintain their value.

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**Key Responsibilities**

The key responsibilities of the position include:

1. Proactively and consistently role model and promote the 'Solomon Water Way '
2. Supervise staff and ensure they are trained and competent to perform their roles and support the business, check and monitor work and outputs to ensure consistently high quality work
3. Ensure a safe and healthy work environment through regular, inspections and pro-active maintenance
4. Be responsible for the maintenance of all vehicles, mobile plant, fixed assets and properties that are non-water production or waste water reticulation assets or pumps.
5. Ensure identified issues are captured in required systems and have remediation plans in place with regular monitoring and review of fixed assets, plant and physical security
6. Escalate issues as required to ensure 'no surprises' for the Leadership Team
7. Recommend SW asset needs through analysis of business operation, maintenance and breakdown history and the current and future levels of service requirements.
8. Confirm services required and find most effective solution to meet need and or demand management
9. In liaison with Assets Management Coordinator acquire plant or property to improvement operation or value to realise benefit to reasonable expected time
10. Manage fixed assets/plant maintenance register in conjunction with Asset management Coordinator and maintain effective communication with executive
11. Day-to-day maintenance and upkeep of all fixed assets, vehicles and mobile plant.
12. Monitor assets/plant condition and performance and upgrade or replace assets to required functional condition and performance
13. Recommend disposal of assets/plant when service is no longer required or asset becomes less economical than other methods of delivering service.
14. Record all purchases, sales, disposals, write-offs, transfers, valuation and movement of all SW assets in conjunction with Finance;
15. Oversee vehicle maintenance and servicing schedules for mechanic or plant technician
16. Supervise CCTV and liaise with the Internal Auditor and Risk and Compliance Coordinators to minimise loss;
17. Any other duty as delegated by Supervising Manager from time to time

**Qualifications & Education**

Tertiary Qualification: Degree in Property Management, or related fields

**Experience**

5 or more years of experience in asset management systems and maintenance

**Key Skills**

1. Collaboration skills, facilitating strong relationships with the Leadership Team, external stakeholders and staff in the best interests of Solomon Water
2. Capable of handling multiple maintenance/repair simultaneously while working in a level of high-pressure environment
3. Experience with and skill at using spreadsheet software, including Excel
4. Comfort using Microsoft Office Suite, including Outlook and PowerPoint
5. Highly trustworthy and dependable
6. Exceptional communication and writing skills, and capable of liaising with multiple levels within the organization
7. Managing, Training and disciplining staff in the Property department.
8. Manages and monitors staff Performance
9. Understands Budgetary Processes

This role will support value adding maintenance and efficiencies and as such will:

- Develop, implement and maintain policies and procedures and forwarding looking
- Identify and deliver on process improvements to create efficiencies and reduce costsAdvanced MS Excel