

JOB TITLE: Plant & Property Maintenance Officer**DEPARTMENT: Plant & Property Maintenance****REPORTS TO: Plant Maintenance Team Leader, TL**

Purpose and Scope of Role

To ensure that all SW company assets such as the fleet & buildings (offices) are well maintained/kept in good conditions to avoid hire costs due to fixed asset (property) damage or mobile asset (vehicle/plant) downtime.

Key Responsibilities

As a professional staff the position holder will:

1. Check and report urgent maintenance issue required of the SW Fleet to the Plant Maintenance TL
2. Prepare and submit weekly reports of SW Fleet issues to the Plant Team Leader.
3. Assist TL Plant to prepare monthly report and submit to Coordinator.
4. Assist team leader to prepare weekly maintenance schedules/service plan.
5. Assist TL Property maintenance in the coordination of facilities improvement projects (e.g. renovations – offices, road access etc...)
6. Monitor and keep track of office assets/furniture's and their allocation to staffs
7. Assist fleet technician in monitoring and implementation of vehicle and plant prestart checklists
8. Assist fleet technician in monitoring vehicle issues including repairs, servicing
9. Assist fleet technician in planning and scheduling of SW fleets.
10. Keep track record of maintenance costs and advise coordinator once maintenance costs for any fleet is too high.
11. Assist fleet technician to lodge insurance claims for vehicles and heavy plant accidents/incidents.
12. Assist fleet technician to validate vehicle registrations, insurance policy cover and licencing keep track of its expiry dates.
13. Assist Property Maintenance 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..
14. Identify and document 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.
15. Assist in the design and preparation of property maintenance projects using AutoCAD and/or other design software
16. Assist Assets Fleet technician and Team Leader to reconcile fuel usage.
17. Keep a track record of all master keys and office key issuance
18. Manage internal and external security guards. Ensure identified facilities are always manned by required number of security guards.
19. Provide administrative support to property team as/when required.
20. Purchase, provide and managed building furniture including vehicle parts
21. Assist with supervision of maintenance works for all elements of the property function.
22. Assist in maintaining building security system (CCTV) and procedures in conjunction with Health and Safety team.
23. Liaise with HR support team to facilitate casuals' contracts whenever required. Ensure casuals go through safety inductions before doing the tasks.
24. Assist in Tracking/Monitoring of costs spend by company to service provider for Fleet repair/maintenance. Analyse and report on areas for cost saving measures
25. Assist Fleet Technician on managing/overseeing Knight Vision Tracking System/Interface platform especially the input of important data information; vehicle repair costs, vehicle & driver information, etc...
26. Assist the Property Maintenance TL in project scoping/BOQ & Budget preparation for Honiara OPS sites and also in the provincial sites

27. Assisting Property Officer for building audit monthly inspections and also assisting the Fleet technician on monthly audit inspections.
28. The person will be support property team leader and coordinator items of project design and bill of quantity works
29. Assist property team with building code standards and ensure all maintenance activities meet all required standards(AS/NZ)
30. Assist property team with project assessment for both Honiara and provincial team when there is a maintenance request
31. Prepare project design and budget then liaise with procurement for tender preparation
32. Prepare project (CPAF) and liaise with PMU or internal line manager for project approval
33. Manage any hired contractors to ensure project done on time and according to budget cost.
34. Support team with property/asset audits carried out every quarter
35. Update project progressive report and submitted to coordinator
36. support coordinator items of yearly budget during team identified improve areas
37. Create maintenance data projection cost for all vehicle invoices
38. Extract data from night version and create an accurate analysis comprehension to actual cost for vehicles fuelling
39. Prepare and address vehicle issues received every Monday and create action plan
40. Liaise with service provider on how to improve service when there are issue with the service agreement

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

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.