

# BUILDING SERVICES COORDINATOR



- > **Reports to** Facilities Operations & Contracts Manager
- > **Department** Facilities
- > **Liaison with** MCC Staff, Contractors, Tenants, Stakeholders

## > Job Goal

The Building Services Coordinator will be responsible for all facilities event day related tasks from a management and coordination perspective.

This role is also responsible for the day to day operation of the MCG and MCC managed sites as directed by the Facilities Operations & Contracts Manager which will include the management of a portfolio of nominated building services to ensure that the building operates at a high level at all times.

This role has a strong focus on safety and will need to ensure that staff and contractors are complying with all MCC requirements

## > Accountabilities

### > Policy and Planning

- Manage all facilities related event day requirements in both the MCG & MCC External Facilities inclusive of Yarra Park
- In conjunction with the Facilities Operations & Contracts Manager, manage works and contractors as designated. This may include reporting auditing or direct supervision.
- Manage the permit to work system for contractors within the venue.
- Assist in identifying and implementing building operations development with a focus on environmental and sustainability initiatives.

### > Organising and Operating

- Management of all facility related event day coordination and set up duties in both the MCG, MCC External Sites and Yarra Park
- Required to work closely with the MCC Events Department and venue hirers to ensure that the facility related matters are identified and actioned prior to events being staged.
- Manage permit to work process ensuring all permits are relevant and adhered to.
- Manage nominated Facilities and Yarra Park related capital expenditure projects as required.
- Manage Safe Work Method Statement (SWMS) compliance
- Assist with updating the MCC asset management system (QFM) and provide follow up reports referencing contractor performance.
- Undertake audits of assets to verify condition and life cycle.

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- Responsibility for Asset Management duties as required by the Building Services Engineer and Facilities Assets Manager.
- Carry out facility event day duties on a rotation basis.

## > Monitoring and Control

- Comply with MCC OH&S requirements
- Creation of detailed Asset Management & Operational reports
- Management and supervision of contractors and projects as allocated.

## > Personal Interaction

- Provide professional and accountable standards in delivering the MCC's expectations pertaining to event delivery and building operations.

## > Qualifications and Skills

### Qualification and Experience

- Experience in event delivery from a building services perspective desirable
- Experience in commercial building facilities management desirable

### Skills and Abilities

- Strong communication skills – verbal and written
- Good analytical skills
- Strong organisational skills
- Strong attention to detail
- Ability to work unsupervised and in a team
- Good relevant computer skills
- Sound understanding of OHS requirements
- Desire to work toward the best possible delivery of facilities services within agreed, practical and budgetary constraints
- Demonstrates commitment to MCC values.
- MCC Leading at the 'G' capabilities apply to this position, specifically at the 'Leading Self' level. These are outlined in the Leading at the 'G' framework.
- Consistently demonstrates the customer service CARE habits in all customer interactions