

## **Building Works Coordinator**

Currently a position vacancy exists for the full-time position of Building Works Coordinator in the Assets and Infrastructure Department. This position will primarily be based at the Portland Customer Service Centre.

This position is responsible for coordinating and providing technical support for the maintenance and renewal of council buildings and for the supervision and coordination of the activities of maintenance tradespersons.

A current Victorian drivers licence and proficiency in the Microsoft Office suite of software applications, including Word, Excel and Outlook is essential. Experience in building maintenance programs (or equivalent) and experience in estimating building maintenance works would be advantageous.

An Information Pack should be obtained from the Portland Customer Service Centre on 03 5522 2200, via e-mail at [employment@glenelg.vic.gov.au](mailto:employment@glenelg.vic.gov.au), or the website at [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au).

For enquiries contact Ashley Bishop on 03 5522 2247. Applications close on Friday 4 December 2009 at 2 PM.