

# Housing Authority

## Position Description: Property Officer



Position	Properties Officer
Incumbent	
Reports to	Manager Planning & Properties
Date	
<b>Reporting Positions</b> <ul style="list-style-type: none"> <li>• Manager Planning &amp; Properties</li> </ul>	
<b>Purpose</b> <p>The successful applicant will be responsible for the proper inventory, appraisal, storage and coordination of all HA office and estate property, prepare detailed and accurate inventory and record of estate and office property; making appraisals to be used in estimating the value of the property or maintenance work carried out; inspecting HA properties', and coordinating the maintenance of these properties. Should possess good interpersonal skills and the ability to report all incidents / accidents/hazards immediately to the immediate Manager. Supervise team in achieving desired maintenance standards using cost effective methods and appropriate forward planning skills.</p>	
<b>Accountabilities</b> <p>The Job holder has the following accountabilities:</p> <ol style="list-style-type: none"> <li>1) Assess and monitor condition of HA assets and update the annual maintenance plan and ensure prioritized implementation of maintenance to ensure compliance with the National Building Code and OHS reg.</li> <li>2) Assess complaints, where necessary, scope cost effective maintenance works and provide estimates and source quotes for approval.</li> <li>3) Ensure all building services are operating optimally without disruption. Facilitate servicing as required.</li> <li>4) Procure supplies and services in accordance with HA Procurement Policy.</li> <li>5) Ensure functionality of building security measures/services and fire protection services.</li> <li>6) Facilitate improvements of interior fit outs for modern, ergonomical, energy efficient and aesthetically pleasing work spaces.</li> <li>7) Manage the Maintenance team:             <ol style="list-style-type: none"> <li>a) Prepare weekly plan that aligns with annual maintenance plan.</li> <li>b) Conduct daily briefing and dispatching of maintenance staff.</li> <li>c) Ensure maintenance works are OHS compliant, and the safe handling of hazardous materials.</li> <li>d) Ensure maintenance works are completed on time and within budget.</li> <li>e) Audit stock inventory and ensure supplies are replenished.</li> <li>f) Conduct maintenance team appraisals and initiate team development training.</li> <li>g) Provide Management with a Monthly report of maintenance update against annual maintenance plan and other information as required by management.</li> </ol> </li> <li>8) Carry out any other duties within the scope of the position or related as assigned by the Manager Planning &amp; Properties/Management team from time to time.</li> </ol>	

## **Knowledge, Skills and Experience**

### **Knowledge**

- A good practical knowledge of all maintenance work carried out on HA properties
- Basic knowledge on OHS especially work-site –risks
- Competent with AutoCAD software
- Estimating quantities, cost and duration of construction activities.

### **Skills**

- Previous experience on general maintenance works on properties
- Demonstrated ability to supervise team
- Effective communication skills
- Good record keeping skills and ability to write report on activities carried out by team
- Ability to delegate and administer duties
- A good team player
- Ability to work well under pressure
- Attention to details
- Ability to demonstrate initiative

### **Major Challenges**

- Ensure the Maintenance Team completes work on time at a minimum cost
- Maintaining the work site hazard free and in compliance to OHS standard.

## **Competencies, Experience and Qualifications**

The following competencies, experience and qualifications are required to do this job:

### **MQR:**

- 1) Diploma in Building from a recognized Technical Institution
- 2) Minimum 5yrs experience in Property Maintenance
- 3) A valid Driving License
- 4) Knowledge on OHS especially work-site risks