

# Position Description



Position Title	<b>Manager Building Maintenance</b>
Position No	00069093
Delegation Level	005
Job Designation	Manager
Organisational Unit	Facilities Maintenance SEQ Operations
Work Centre	Corinda
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Lead Experts and Leaders
Shiftworker	No
Classification (Range)	Contract
Pay Scale Type	Contract
Reports to Position	Senior Manager Facilities Maintenance

## QUEENSLAND RAIL VALUES:

- 1 Queensland Rail - We do better together
- Treat others with respect - We appreciate everyone's contributions and differences
- Empower our people - We have confidence in our people
- Act Safely - We work safe, to go home safe
- Make a positive difference - We learn from today, to improve tomorrow

## Position Purpose

Accountable for the safe, compliant, reliable, and presentable operation of SEQ Facilities building assets across the SEQ network through the planning and delivery of building maintenance, renewals, refurbishments, and minor capital works.

The role operates as the subject matter expert for building maintenance, exercising delegated authority and professional judgement to manage compliance, delivery risk, and operational outcomes, and to provide assurance to the Senior Manager Facilities Maintenance.

## Position Responsibilities

1. Provide senior operational accountability for the safety, compliance, reliability, and usability of SEQ Facilities building assets across the network, including accountability for operational outcomes where failures impact safety, service continuity, or public access.
2. Ensure compliance with statutory, regulatory, and building code requirements, including asbestos management, retaining direct accountability for readiness for occupation, certificates of occupancy, and legal sign off of buildings and demountables prior to use.
3. Act as the organisational subject matter expert and delegated technical authority for building maintenance, exercising professional judgement and decision making authority over maintenance methodologies, defect rectification approaches, and technical risk treatments.
4. Plan, manage, and deliver end to end building maintenance, renewals, refurbishments, and minor capital works, including scope definition, sequencing, execution, and post completion assurance, ensuring delivery meets approved asset intent and compliance



obligations.

5. Lead the delivery of complex, multi site building maintenance projects and upgrades, acting as the primary delivery authority and coordinating internal trades and contractors while actively managing safety, cost, schedule, quality, and delivery risk.
6. Provide subject matter input to asset lifecycle strategies and critically review approved outputs, translating asset management plans into executable maintenance and works programs that balance safety risk, asset condition, affordability, and operational impact.
7. Provide sound, well governed technical and operational advice and assurance, including accountability for incident investigations, audit responses, escalation of material risks, and corrective actions arising from compliance or delivery failures.
8. Manage operational and works budgets, exercising delegated financial and commercial authority to control expenditure, manage procurement and contractors, and ensure value for money outcomes.
9. Lead, coach, and develop multidisciplinary teams establishing clear accountability and sustaining a strong safety first culture across a high risk operational environment.
10. Act as a delegated representative of SEQ Facilities, authorised to make operational commitments and delivery decisions within delegation and to present technical positions, delivery outcomes, and risk based advice to executive, regional, and cross functional forums.

## **Additional Factors**

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

Budget \$6.6 million Labour

\$5.3 million Consumables

## **What is the key selection criteria**

1. High level skill in providing senior operational accountability for the safety, compliance, reliability, and usability of building assets, applying professional judgement in environments with significant statutory, regulatory, and public safety risk.
2. Extensive knowledge in statutory, regulatory, and building code compliance for building assets, including asbestos management, certification requirements, and readiness for occupation.
3. High level skill in end to end delivery of complex building maintenance programs and projects, including planning, scope development, execution, contractor coordination, and post completion assurance across multiple sites.
4. Extensive knowledge in building maintenance practices and defect rectification methodologies, with the ability to apply delegated technical authority and professional judgement to determine appropriate maintenance and risk treatments.
5. High level skill in translating asset lifecycle strategies and asset management plans into executable maintenance and works programs, balancing safety, asset condition, operational impact, and whole of life value.
6. High level skill in financial and commercial management, including management of large operational budgets, procurement activities, contractor performance, and delivery outcomes within delegated authority.

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7. High level skill in leading and developing multidisciplinary operational and trade based teams, establishing clear accountability and a strong safety first performance culture.

**Pre-employment Checks:**

Not Applicable

**Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

**Personal Protective Equipment needs:**

Refer to relevant business instructions.

**Safety Publications**

Refer to relevant business instructions.

**Please Note:**

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.