

Building Officer/Facilities Officer/Property Officer

JOB ROLE DESCRIPTION

The Building Officer/Facilities Officer/Property Officer coordinates the operations and maintenance activities, including retrofitting works in the facilities to ensure clean, safe and functional environments. He/She conducts risks assessments to ensure compliance with Workplace Health and Safety (WSH) practices. He communicates with relevant personnel in response to requests and feedback from facility users. He also liaises with third-party service deliverers to ensure repair or maintenance works provided are carried out timely and complies with quality and safety standards and regulations

He is a good communicator and people- and service-oriented. He works at designated properties during business hours but is required to be on call after office hours in cases of emergency situations.

CRITICAL WORK FUNCTIONS AND KEY TASKS/PERFORMANCE EXPECTATIONS		
CRITICAL WORK FUNCTIONS	KEY TASKS	PERFORMANCE EXPECTATIONS
Manage facility operations	• Coordinate movements of building assets • Coordinate facility operations and retrofitting activities • Trigger fault calls • Review documentation on procedures and schedules of custodial services • Track consumable and non-consumable items • Supervise routine maintenance services of third-party service providers • Communicate with relevant personnel for timely actions in response to user requests and feedback • Prepare progress reports on service quality and user-raised feedback	In accordance with: • Building Control Act • Building Maintenance and Strata Management Act • Electricity Act • Environmental Public Health Act and Regulations • Fire Safety Act • Public Utilities Act
Drive safety and sustainability	• Conduct risk assessments in accordance to regulatory and organisational Workplace Safety and Health (WSH) policies and practices • Support WSH accident, near misses and incident investigations • Conduct risk assessments in accordance to Environmental Management System (EMS) standards and practices • Analyse environmental sustainability performance data from the Facility Management System (FMS) to identify opportunities for improving sustainability	• Public Utilities (Water Supply) Regulations • Sewerage and Drainage Act • Sewerage and Drainage (Surface Water Drainage) Regulations
Drive continuous improvement initiatives	• Engage in continuous improvement initiatives to improve time, cost and quality management • Provide input on the use of latest smart facilities management trends or technologies	• Workplace Safety and Health Act Note: Performance Expectations are non-exhaustive and subject to prevailing regulations

Building Officer/Facilities Officer/Property Officer

TECHNICAL SKILLS AND COMPETENCIES			
Building Management System Implementation and Control	Level 2	People Management	Level 3
Condition-based Assets Monitoring Management	Level 2	Quality System Management	Level 2
Continuous Improvement Management	Level 2	Robotic and Automation Technology Application	Level 2
Emergency Response Management	Level 2	Security Surveillance Management	Level 2
Engineering Drawing Interpretation and Management	Level 2	Smart Facilities Management	Level 2
Facilities Shut-down and Re-start	Level 2	Stakeholder Management	Level 3
Fire Protection System Maintenance	Level 2	Technical Inspection	Level 2
Green Facilities Management	Level 2	Technology Application	Level 2
Incident and Accident Investigation	Level 2	Value Engineering	Level 2
Integrated Digital Delivery Application	Level 2	Workplace Safety and Health Culture Development	Level 2
Inventory Management	Level 3	Workplace Safety and Health Framework Development and Implementation	Level 3
GENERIC SKILLS AND COMPETENCIES (TOP 5)			
Teamwork	Basic	Communication	Intermediate
Service Orientation	Basic	Interpersonal Skills	Basic
Problem Solving	Basic		