

ROLE SPECIFICATION AND SCOPE OF WORK FOR BUILDING MANAGER/ENGINEER

1. OBJECTIVES OF THE BUILDING MANAGER'S ROLE

The role of the Building Manager (BM) is defined to assist the Council of Owners (COO) in addressing and managing issues that require building engineering, maintenance and operation expertise. The BM role is critical in implementing building solutions approved by the COO and ensuring projects are efficiently executed and maintained.

The duties of the BM role are summarised in the following:

- To assist the Council of Owners (COO) in the decision-making processes and to provide industry recommendations and technical advice when needed.
- To assist the COO to achieve timely and cost-effective delivery of repair, maintenance, and upgrade projects, so as to improve the overall integrity, safety, presentation, functioning and operation of the building. Efficient building management will both improve how residents/owners feel about living at Kingston Apartments and positively impact property value and lot rentability.

2. ROLE SPECIFICATION

2.1. FINANCIALS

- Assist with managing expenditure on all minor and major maintenance and assigned upgrade projects.
 - Monthly invoicing.
 - Input to the Chairman's and Treasurer's annual report, including annual budget preparation.
 - Liaise with Treasurer on supplier invoice costing and payment accuracy.
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2.2. BUILDING OPERATIONS AND MAINTENANCE

- Weekly walk-around the building to review the status of the building.
 - Monitor the frequency of recurring maintenance items (e.g. pest control, window cleaning, fire and emergency equipment testing, etc...).
 - Identify issues related to building operation and maintenance of common area or critical localised issues and provide recommendations for solutions and service providers.
 - Meeting with contractors as required.
 - Provide oversight of related repair and maintenance works.
 - Seek quotes in conjunction with the Strata Manager (SM) related to building operation and maintenance projects.
 - Review quotes provided by contractors in relation to building operation and maintenance projects.
 - Liaising with contractors in relation to building operation and maintenance projects.
 - Request the Strata Management Company to issue quote requests / work orders to contractors.
 - Provision of correspondence and documentation related to building operations and maintenance projects to the SM and COO as required
 - Review of work completed by contractors prior to payment of the invoice.
 - Monitor Lift Performance – where required this includes meeting with lift maintenance contractor as required to discuss reliability and upgrade options.
 - For lots where structural or utility fittings have a history of failure (e.g. handles of the apartment doors), provide suggestions to the Strata Manager on replacement items and when possible, secure best deals with suppliers and service providers.
 - Management of inside building facilities (solar system, pool heater, garage cage, reticulation...).
 - Water Testing of the pool 5 times per week when attending the building.
 - Provide Gardening/landscaping services as required.
 - Organise routine window cleaning as required.
 - Organise routine steam cleaning carpets as required.
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2.3. GENERAL

- Assist to provide and place signage in lifts, foyer, bin areas and car park in relation to communicating issues and rules, as required.
- Oversee City of Cockburn kerbside collections.
- Install the lift pads when a resident is moving in or out.
- Assist with change of light bulbs in common areas, carpark and corridors when required.
- Assisting residents with turning the gas valve on and provide meter readings when needed.
- Update the COO Secretary on the progress of outstanding items
- Be familiar with the building's By-Laws and House Rules.
- Advise the COO when noticing any non-compliance of House Rules.

2.4. SECURITY

- Review CCTV footage and provide information to WA Police (when needed), COO and SM. However, the Building Manager (BM) is not required to attend the building for security issues.
- Activate and deactivate remotes and fobs when required.
- Identify any security weaknesses of the building and make suggestions to strengthen security.
- Manage the garage door keypad.
- Manage the Intercom Registration and De-Registration and update the Intercom Register.
- Issue warning / fines to vehicles that are not complying with the parking regulations stipulated on the terms and conditions signage at the entry, using the breach docket provided by the selected security company.

3. OTHERS CONTRACTUAL REQUIREMENTS

- Professional Indemnity Insurance – minimum of \$1million for each claim and in the aggregate.
 - Response services for five days per week and when required, during weekends (after hour call out charges apply).
 - Attend to the building 5 times per week.
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