

## Building Maintenance Coordinator

Community Housing Limited (CHL) is a leading not-for-profit organisation dedicated to making a positive impact in the housing sector. We are committed to addressing housing issues and supporting vulnerable populations by offering affordable and sustainable housing solutions to individuals and families in need.

With a focus on delivering high-quality service and outcomes, CHL manages over 11,000 new and existing properties across various communities. CHL is driven by a collaborative team culture where every member plays a vital role in achieving our mission.

Join us as a Building Maintenance Coordinator and lead with purpose in a thriving Build-to-Rent environment, working across our GLM1 Brighton, Prahran and Flemington and soon to be GLM2 sites across Hampton, Port Melbourne and South Yarra. You'll be responsible for ensuring our property portfolio performs at its best—driving resident satisfaction, safety, sustainability, and operational excellence.

This is a leadership role for someone with initiative, strong judgement, and an excellent commercial business acumen. If you are motivated by meaningful work, have the ability to drive outcomes and want to elevate the living experience for thousands of residents, we would love to meet you.

### **Key responsibilities:**

- Lead the facilities team in developing and executing asset management strategies while proactively assessing the property portfolio and ensuring optimal performance and longevity.
- Ensure all asset management activities align with relevant standards—including ISO 55000 to maintain consistency, quality, and compliance in accordance with best practice.
- Ensure all maintenance and project works across the property portfolio are completed within agreed timeframes and oversee remediation work to required standards.
- Manage and maintain thorough records of inspections, audits, certifications and all compliance related activities for audit and operational needs
- Establish and update annual asset management plans based on current conditions, priorities, and organisational objectives.
- Manage allocated budgets, monitor expenditure and provide monthly financial reports comparing actual spend against budget forecasts.
- Have a strong focus on and identifying and implementing continuous improvement opportunities that support the organisation's strategic goals.
- Promote safety and compliance to ensure health, safety, and environmental standards are upheld across all facilities operations.

## **The successful candidate**

You have proven experience in facilities management with an excellent commercial acumen and have demonstrated success in managing multi-site portfolios. As a confident communicator you are experienced in leading and supervising maintenance teams and contractors and have demonstrated ability to coordinate activities whilst liaising with internal and external stakeholders. You will have a proved track record of improving operational efficiency and resident satisfaction through proactive facilities management

To be successful in this role, you will have the following:

- Minimum 3 years' experience working in facilities or property management
- Experience leading or supervising maintenance teams or contractors
- Excellent communication and interpersonal skills with the ability to build and maintain effective working relationships with internal and external stakeholders
- Ability to work flexibly in a fast paced and dynamic environment
- Sound knowledge and application of WHS practices
- Green/White card (or ability to obtain)
- Demonstrated computer literacy in Microsoft windows and asset management systems
- Exposure to ISO 55000 or similar asset management frameworks (highly desirable)
- Current Drivers Licence
- Knowledge and understanding of the community and public housing sectors beneficial
- Commitment to the right of every person to good quality housing

Please note that satisfactory police check is required for all staff and those with client related responsibilities are required to provide a NDIS and Working with Children Check (WWCC).

As an equal opportunity employer, CHL works closely with people from a diverse range of backgrounds. CHL acknowledges the traditional Aboriginal owners of country throughout Australia, and we pay our respects to them, their culture and their Elders past and present.

You will be an inspirational team member with a passion for social justice and supporting people and communities to reach their full potential, with the commitment to work collaboratively and deliver within best practice principles in line with the values, mission and purpose of the organisation.

In return you will be rewarded with a competitive base salary and an excellent benefits package that will include full Not-for-profit salary packaging benefits and flexible working arrangements.

To be considered for this exciting opportunity you must meet the above criteria, have Australian Citizenship or Permanent Residency status and currently hold or be willing to obtain the relevant clearances and checks that are essential for this role.

For a confidential discussion and more information contact Mark Williams on 0450 311272, for email enquiries and application submissions please forward in Word format to [mark@communityconsultingaustralia.com.au](mailto:mark@communityconsultingaustralia.com.au)

Please note, applications will be reviewed as they are received and this role may close when a successful candidate is appointed, only shortlisted applicants will be contacted.