



BUILDING MAINTENANCE OFFICER

Application Package

Contact

Ben Forbes

bforbes@dowerin.wa.gov.au

(08) 9631 1202





BUILDING MAINTENANCE OFFICER

ABOUT THE ROLE

An opportunity exists for a dedicated and self-motivated individual to join our Infrastructure and Projects team as a Building Maintenance Officer. Reporting to the Manager of Infrastructure and Projects, this position is responsible for the maintenance and repair of Council buildings, facilities, and assets. The role involves performing carpentry, painting, and general building upkeep while ensuring that all work complies with relevant regulations and safety standards. Additionally, this role supports the coordination of contractors and assists in the development of maintenance programs to maintain Council's assets in top condition.

ABOUT THE SUCCESSFUL CANDIDATE

You will undertake key responsibilities in a professional, efficient, and timely manner, contributing to Council's commitment to maintaining high-quality community facilities. You are a motivated and multi-skilled individual with strong technical abilities and a hands-on approach to building maintenance. You will be responsible for ensuring Council assets are maintained to a high standard and compliant with safety regulations. Your ability to work independently, prioritise tasks, and liaise with contractors and stakeholders will be essential in this role.

WHAT WE OFFER

This permanent position offers employment terms and conditions in accordance with and above the *Municipal Employees (Western Australia) Award 2021*.

ADDITIONAL DETAILS

The position description is available on the Shire's website www.dowerin.wa.gov.au, which provides an overview of the role. Confidential enquiries can be directed to Ben Forbes, Manager of Infrastructure and Projects, on 9631 1202 or via email to bforbes@dowerin.wa.gov.au.

TO APPLY

Applications marked 'Private & Confidential - Building Maintenance Officer' and should be submitted via email to ceo@dowerin.wa.gov.au or can be posted to the Shire of Dowerin, PO Box 111, Dowerin WA 6461. Applications must be received by **4.00pm Friday 11 April 2025**. Late applications will not be accepted.

Manisha Barthakur
CHIEF EXECUTIVE OFFICER

Please Note:

Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, pre-employment medicals and to provide evidence of all claimed qualifications prior to commencing employment

REMUNERATION

An attractive remuneration package is offered and is to be set in accordance with the *Municipal Employees (Western Australia) Award* Level Four (4) to Five (5), dependent on experience.

Classification	Level Four (4) to Five (5)
Hourly Rate	\$32.52 - \$37.88
Annual Salary	\$64,257.27 - \$74,845.51
Industrial Allowance	As per Municipal Employees (WA) Award 2021.
Superannuation	11.5% as per Superannuation Contribution Guarantee.
Leave Loading	17.5%
Housing	Housing as determined by the CEO.
Uniform Allowance	As per Shire Policy.
Gym / Pool Membership	As Per Employee Health & Wellbeing Policy.
Probation Period	3 Months.
Base Working Hours	76 hour / 9-day fortnight.
Location	Shire Depot and On-site.

Industrial Agreement

Employment conditions are in accordance with the *Municipal Employees (Western Australia) Award 2021*.

Overtime

No overtime is payable unless you have prior approval, authorised in writing, from your supervisor.

Annual Leave - Pro Rata

20 annual leave days per year as per the *Municipal Employees (Western Australia) Award 2021* with an additional 17.5% leave loading.

Personal Leave - Pro Rata

10 personal leave days per year as per *Municipal Employees (Western Australia) Award 2021*.

Long Service Leave

As per the Local Government Long Service Leave Regulations.

Probation Period

A 3-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the Manager for an additional period of no greater than 3 months.

Website:

The Shire website www.dowerin.wa.gov.au contains substantial information about Dowerin and the Shire.

POSITION DESCRIPTION

Building Maintenance Officer

Created May 2021



Department	Infrastructure and Projects
Award	<i>Municipal Employees (Western Australia) Award 2021</i>
Level	Four (4) to Five (5)
FTE	Permanent Full Time

POSITION OBJECTIVES

Responsible for the general maintenance of buildings and other general duties as required by the Manager of Infrastructure and Projects.

ORGANISATIONAL RELATIONSHIPS

Reporting to:	Manager of Infrastructure and Projects
Liaison with:	Shire Staff and Management, Community Members and Organisations, Contractors and Suppliers

ORGANISATIONAL STRUCTURE

Refer to Appendix A.

KEY RESPONSIBILITIES

OPERATIONAL

- To assist the Manager of Infrastructure and Projects to maintain a strong work ethic.
- To assist the Manager of Infrastructure and Projects to arrange contractors, materials, and plant as required for the efficient execution of the building program.
- To assist the Manager of Infrastructure and Projects to prepare estimates of works for the Annual Budget.
- Completion of various tasks involving maintenance and repairs to all forms of Council assets, including but not limited to buildings (internal and external), playground equipment, litter bins, park and street furniture).
- Perform carpentry, painting, plastering, mechanical and plumbing maintenances and repairs (excluding works that requires qualified electrician or plumber).
- Transport equipment, furniture and supplies for functions and events.
- Under the direction of the Manager of Infrastructure and Projects coordinate and supervise contractors and works contracts in accordance with industry standards.
- Attend meetings and prepare reports to provide updates of capital works and maintenance programs as required.
- Assist in the development and monitoring of budgets related to building maintenance.
- Any other duties as directed by Manager of Infrastructure and Projects

WORK, HEALTH AND SAFETY

- **Prioritise Safety:** Exercise care to ensure your own safety and health, as well as that of your colleagues.
- **Collaborate on Safety Procedures:** Actively contribute to the development of safe work procedures and always adhere to them.
- **Engage in Training:** Participate fully in all required training programs to maintain and enhance your safety skills.
- **Proper Equipment Use:** Operate equipment correctly and promptly report any faults or damage to the appropriate authority.
- **Utilise Personal Protective Equipment:** Consistently use all designated personal protective equipment as directed.
- **Report Hazards and Incidents:** Immediately notify your Coordinator or Manager of any hazards or incidents encountered.
- **Support Return-to-Work Initiatives:** Engage in return-to-work plans as needed to ensure a safe transition following injury or illness.

RISK MANAGEMENT

- Responsible for performing risk assessments and investigating possible risks associated with operational procedures as reported by staff.
- Conduct safety inspections.
- Comply with the Shire's risk management policies and procedures.

REQUIREMENTS OF THE JOB

SKILLS AND KNOWLEDGE

- Proficiency in using basic measuring instruments, reading single-dimensional plans, setting out, and working to design levels.
- Developed skills in carpentry, metal fabrication, and/or other related building industry trades.
- Strong technical ability to interpret building plans and technical documentation, assess compliance with the Building Code of Australia, and ensure adherence to all relevant legislation, regulations, codes, and policies.
- Effective time management and organisational skills.
- Well-developed analytical and problem-solving abilities, with the capacity to exercise sound judgment and initiative.
- Proficiency in using personal computer applications, particularly Microsoft Office Suite (Word, Excel, Outlook).
- Sound knowledge of the Building Code of Australia, relevant legislation, regulations, and standards governing building and maintenance works.

EXPERIENCE

- Demonstrated experience in planning, coordinating, and monitoring building maintenance programs, including budget preparation and cost control.
- Previous experience in a similar role within local government or a comparable environment.
- Ability to establish and maintain effective working relationships with internal and external stakeholders, including contractors, consultants, and community members.
- Proven ability to manage time and resources efficiently, meet deadlines under competing priorities, and deliver high-quality services to the community.

QUALIFICATIONS, CERTIFICATES AND LICENCES

- Trade Certificate in a building trade-related industry or extensive work experience in building maintenance.
- Construction Industry Induction Ticket (White Card).
- Current 'C' Class Driver's Licence (Western Australia).
- Current National Police Certificate (or ability to obtain one).
- Current First Aid Certificate.

EXTENT OF AUTHORITY

- Operates under the general direction of Manager of Infrastructure and Projects and freedom to make decisions in accordance with policies and procedures.
- Authorised to provide technical advice and guidance on construction matters.
- Position can make decisions in relation to the day-to-day operations of the building maintenance department the broad direction of the Manager of Infrastructure and Projects.

EMPLOYMENT CONDITIONS

- A Pre-Employment Examination.
- Current National Police Clearance Certificate is required.
- Signed declaration that the incumbent has read the Shire of Dowerin's Induction Manual and Code of Conduct prior to the commencement of work.

CERTIFICATION

Authorised by Chief Executive Officer

Signature

Authorised by Manager of Infrastructure and Projects

Signature

Date Reviewed 25 February 2025

INCUMBENT ACKNOWLEDGEMENT

Employee

Signature

Date

APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

APPLICATION

Your application should include a covering letter explaining your interest in the position, a current resume detailing your qualifications, experience and attributes for the position, and the required referees. It is essential that the information you provide is clear, concise, and relevant so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience, and qualifications to successfully carry out the duties.

REFEREES

Applicants should provide the names and contact details of **two referees** in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the organisation may ask to sight the originals later.

POLICE CLEARANCE

The successful applicant will be required to provide a current police clearance. Costs for this will be reimbursed by the Shire.

PRE-EMPLOYMENT MEDICAL

The successful applicant will be required to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Dowerin. Pre-existing illness will not preclude the recruitment process.

CONTACT NUMBER

Please ensure that you provide a convenient telephone number and/or email so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

WRITTEN APPLICATIONS

The organisation is pleased to accept all applications for the position and does not favour hand-written applications over typed applications, or vice versa. All applications should be neat and legible for ease of reading by the selection panel.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

INTERVIEWS

Interviews will be held at the Shire of Dowerin Administration Office.

CODE OF CONDUCT

Ensure professional conduct is of the highest standard in accordance with the organisation's Code of Conduct and policies as adopted and modified from time to time.

EQUAL OPPORTUNITY

The Shire maintains an equal employment opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

APPENDIX A

