



## Position Description

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| Position Title | <b>Building Maintenance Officer</b>               |
| Department     | Works   |
| Award          | Municipal Employees (Western Australia) Award     |
| Level          | Negotiable based on qualifications and experience |

## Position Summary

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The main objective of the position is to provide support to the Manager of Works, to ensure that shire dwellings and shire managed buildings are well-maintained and comply with health and building regulations.

## Key Duties and Responsibilities

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- To conduct 6 monthly inspections on all shire dwellings
- To identify maintenance needs and create a program of preventive maintenance for all Shire dwellings and managed buildings and conduct repairs that comply with health and building standards
- To document all works and costs incurred in the carrying out of responsibilities
- To prepare specifications, scope of works and method statements with the assistance of Senior Staff for works to be quoted or tendered if contractors are required
- To arrange and oversee contractors as necessary
- To organise the purchase of all materials required for maintenance works in compliance with the shire's purchasing policy
- To liaise with the Council's Environmental Health Officer and Building Officer to ensure all Shire buildings are maintained according to health and building regulations
- To liaise with the Works Manager and Chief Financial Officer in annual budgeting of building maintenance and repairs
- To implement and maintain a safe working environment, promoting duty of care and a strong focus on safety
- To maintain and control stock of building spares

## Organisational Duties and Responsibilities

- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour
- Adhere to and comply with governance principles and Council procedures and policies
- Participate in the development of a safe and healthy workplace
- Co-operate with management to fulfil legislative obligations
- Take reasonable care to ensure work, health and safety obligations are implemented
- To report any injury, hazard or illness in a timely manner
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment

## Key Reporting Relationships

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### Reporting to:

Works Supervisor and Manager of Works

### External relationships:

Consultants and Contractors

Ratepayers and the community

Federal and State Government agencies

## Key Behavioural and Capability Indicators

## Level - Adept

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The Key Behavioural and Capability Framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth workforce leadership group of capabilities for roles with people management responsibilities. These groups work together to provide an understanding of the capabilities needed for the role.

**Focus capabilities** are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment. The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level

- **Act With Integrity** – Acts honestly, ethically and with discretion and encourages others to do so; sets a tone of integrity and professionalism with customers and the team; supports others to uphold professional standards and to report inappropriate behaviour; respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct; consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
- **Demonstrate Accountability** – Is prepared to make decisions within own level of authority; takes an active role in managing issues in the team; coaches team members to take responsibility and follow through; is committed to safe work practices and manages work health and safety risks; identifies and manages other risks in the workplace
- **Communicate and Engage** – Tailors content, pitch and style of communication to the needs and level of understanding of the audience; clearly explains complex concepts and technical information; adjusts style and approach flexibly for different audiences; actively listens and encourages others to provide input; writes fluently and persuasively in a range of styles and formats
- **Community and Customer Focus** – Demonstrates a sound understanding of the interests and needs of customers and the community; takes responsibility for delivering quality customer-focused services; listens to customer and community needs and ensures responsiveness; builds relationships with customers and identifies improvements to services; finds opportunities to work with internal and external stakeholders to implement improvements to customer services
- **Work Collaboratively** – Contributes to a culture of respect and understanding in the organisation; creates an atmosphere of trust and mutual respect within the team; builds cooperation and overcomes barriers to sharing across teams/units; relates well to people at all levels and develops respectful working relationships across the organisation; identifies opportunities to work together with other teams/units; acts as a resource for other teams/units on complex or technical matters
- **Plan and Prioritise** – Consults on and delivers team/unit goals and plans, with clear performance measures; takes into account organisational objectives when setting and reviewing team priorities and projects; scopes and manages projects effectively, including budgets, resources and timelines; manages risks effectively, minimising the impacts of variances from project plans; monitors progress, makes adjustments, and evaluates outcomes to inform future planning



- **Procurement and Contracts** - Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers; delivers open, transparent, competitive and effective procurement processes; manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met; takes appropriate actions to manage and mitigate procurement and contract management risks

## Selection Criteria

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### Knowledge and Experience

- Demonstrated experience in a similar role
- Demonstrated understanding and application of Australian Standards relevant to the role
- Demonstrated ability to work well in a team environment and the ability to achieve organisational and team values, goals and objectives and to behave professionally

### Skills

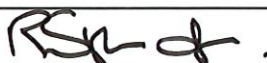
- Well-developed written, oral, and interpersonal communication skills, including the ability to liaise effectively with employees across all levels of the the organisation and work within a team environment
- Well-developed planning, research, and organisational skills with the ability to work to deadlines across a number of tasks simultaneously with excellent attention to detail
- Basic knowledge in using MS Word and Excel and the ability to learn SynergySoft

### Qualifications

- A recognised trade in the building industry, or relevant industry experience

### Eligibility and inherent requirements associated with the position

- White Card WA holder
- Current satisfactory National Police Clearance
- Medical Clearance relevant to the role
- Current WA 'C' Class driver's licence
- Full working rights

| Name of current incumbent: | Signature:   | Date:      |
|----------------------------|--|------------|
|                            |  |            |
| Chief Executive Officer    | Signature:   | Date:      |
| Rob Stewart                |  | 8 JUL 2025 |