



POSITION DESCRIPTION – BUILDING MAINTENANCE OFFICER

Position Title:	Building Maintenance Officer
Classification:	Level 5
Tenure:	Part time, permanent
Award:	Local Government Industry Award 2020
Department/section:	Works and Services

1. POSITION OBJECTIVES

To carry out all necessary building and construction tasks to maintain and improve the Shire's residential and commercial properties and public facilities. The role requires undertaking property inspections, preparing maintenance programs, undertaking building and maintenance tasks, developing cost estimates and providing guidance and advice to employees and contractors in performing construction and maintenance projects.

2. POSITION COMPETENCIES

2.1 Skills

- Developed skills in carpentry, painting, metal fabrication and/or other related building industry skills to facilitate basic maintenance, repair and cleaning tasks.
- Developed skills in use of basic measuring instruments, plan reading (single dimensional), set out and working to design levels.
- Sound technical skills to interpret building plans and technical documentation, assess for compliance with the Building Code of Australia and all relevant legislation, regulations, codes and policies and ensure that construction is in accordance with these requirements.
- Developed time management and organisation skills.
- Developed analytical and problem-solving skills, with the ability to exercise good judgement and initiative when required.

2.2 Knowledge and Behaviours

- Sound knowledge of the Building Code of Australia and all relevant legislation, regulations and standards.
- Demonstrated experience in the planning, coordinating and monitoring of building maintenance programs including preparation of estimates.
- Ability to establish effective working relationships and work collaboratively with internal and external stakeholders.
- Sound knowledge of safe plant, tools and equipment operation and maintenance.
- Sound knowledge of safe work practices in a building and asset maintenance environment
- Working knowledge of chemicals and substances to be used in building maintenance works

2.3 Qualifications and Experience

- Trade Certificate in a building trade, related industry or minimum 2 years' work experience in a similar role

- Possession of C class Driver's Licence ('HR' class or above would be an advantage)
- White card (WA construction)
- Senior or Basic First Aid Certificate
- Chemical handling certificate
- Asbestos removal qualifications and experience
- Experience in preparing and assessing quotes in accordance with set policies and procedures
- Capable of physical labour as required.
- Ability to work unsupervised and be self-motivated
- Ability to positively contribute to and operate within a team

3. KEY RESPONSIBILITY AREAS

3.1 Building Maintenance

- Undertake maintenance tasks in and around the Shire's facilities such as painting, carpentry, fabrication, mending and general handyman duties as needed.
- Conduct day to day building maintenance activities on all Shire owned assets such as - recreation and sporting facilities, residential properties, community buildings, public amenities, waste disposal sites, shire houses and commercial properties.
- Manage a maintenance program to ensure maintenance and repairs are to a professional and high standard.
- Coordinate the acquisition of materials and required services with Shire staff to ensure building maintenance work tasks and goals are achieved within Budget and procedural parameters.
- Operate a variety of light vehicles and other machinery competently and safely as directed, including but not limited to; light trucks, hand tools, electrical tools, passenger vehicles, and mowers, etc as required. Including to perform daily pre-start checks, maintain, keep clean and be accountable for work vehicles, equipment and tools used.
- Conduct annual building and asset audits and present building asset reports based on the audit data in a timely manner; reporting any risk matters resulting from inspections and audits.
- Ensure safety on work sites of self and public in accordance with safe working procedures
- Perform any maintenance or labouring duties as necessary to achieve team objectives (for example, to provide works and services generally to the community, including turf maintenance, refuse and litter removal, town maintenance works, gardening, turf maintenance, cemetery maintenance and grave digging, tree lopping, and carry out other duties as directed);
- Due to workload or during critical incidents (e.g. weather, fire, or man-made events) you may be required, with minimal notice, to work overtime and on weekends.

3.2 General

- Understand the implications of the Shire's Code of Conduct and comply with all requirements regarding standards of professional and personal behaviour including demonstrating the Shire's corporate values.
- Maintain the customer service standards we expect in accordance with the Shire's Customer Service Charter
- Create and retain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan.
- Support the principles of equity and diversity within the workplace to be respectful and inclusive.
- Adhere to Council policies, procedures, guidelines and standards.
- Be open and accountable in participating in all performance management processes. Participate in learning and development opportunities as agreed.
- Undertake any other duties, as reasonably assigned by the Works Manager or CEO, within known competencies or with adequate instruction / training

3.3 Occupational Safety and Health

- Take reasonable care for your own health and safety and those who may be impacted by your activities, acts or omissions
- Comply with all reasonable instructions given in the interest of health and safety
- Use all protective equipment and clothing provided in accordance with the manner they have been instructed to be used
- Ensure that all accidents, incidents and hazards are reported and documented.
- Ensure that safe work practices are promoted and adhered to and ensure safe work standards are maintained by all employees as per the Shire's Occupational Health, Safety and Environment Policy and Occupational Safety and Health (OSH) legislation.
- Show initiative in establishing better practice methods for safe work practises

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Works Manager
Supervision of:	Nil
Internal Liaisons:	Councillors Shire Employees
External Liaisons:	Guests and Visitors General Public / Ratepayers Community Groups and Sporting Clubs

5. EXTENT OF AUTHORITY

Works under direct supervision and performance outcomes are regularly monitored by the Works Manager within the Shire's established guidelines, procedures and policies of Council as well as statutory provision of the Local Government Act and other legislation.

No Delegations or Authorisations are applicable.

6. ACCEPTANCE AND SIGNATURES

I acknowledge and accept the requirements of the Building Maintenance Officer Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: _____

Employee: _____

Date: _____ / _____ / 20__