



EMPLOYMENT PACKAGE

BUILDING MAINTENANCE OFFICER

**Applications will be accepted for this position until 4:00pm
Friday 1 October 2021**



BUILDING MAINTENANCE OFFICER

Please find attached the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Position Description – Building Maintenance Officer
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes how to submit your application.

If you have any queries regarding the position please do not hesitate to contact Paul Hamilton, Manager Building Assets and Projects on 08 9761 0800.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER



ADVERTISEMENT

VACANCY

BUILDING MAINTENANCE OFFICER

The Shire of Bridgetown-Greenbushes is seeking applications from suitably experienced candidates to undertake the position of Building Maintenance Officer.

The successful candidate will be responsible for providing the highest quality building maintenance and repair works to all Shire buildings.

This full time permanent position attracts up to \$65,514 per annum plus superannuation. This position is offered on a full time basis at 76 hours per fortnight.

Our employees can take advantage of great working conditions and benefits such as superannuation co-contribution options and salary packaging.

If you want to be a part of a diverse and progressive team, applicants will need to address the Selection Criteria in the information package which is available on the Shire website <https://www.bridgetown.wa.gov.au/employment.aspx> or via emailing careers@bridgetown.wa.gov.au

Your confidential application should be addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255 by 4:00pm Friday, 1 October 2021.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER

1. **POSITION TITLE:** BUILDING MAINTENANCE OFFICER
2. **RESPONSIBLE TO:** MANAGER BUILDING ASSETS AND PROJECTS
3. **DEPARTMENT:** CORPORATE SERVICES
4. **AWARD COVERAGE:** Level 5 Municipal Employees (Western Australia) Award 2021 and the Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2019.
5. **EMPLOYMENT CONDITIONS:** Full time
6. **POSITION OBJECTIVES**
 - 6.1 The employee is to work independently on scheduled/unscheduled maintenance work as directed, under a minimum of supervision.
 - 6.2 The employee is to carry out the full range of works undertaken by the Shire of Bridgetown-Greenbushes including, but not limited to:
 - Undertaking building maintenance and repairs.
 - Support Cleaning staff with the provision of cleaning aids and prompt support with maintenance of buildings / facilities.
 - Undertake other works as directed by Manager Building Assets and Projects.
 - Operate and use all Shire owned equipment and tools as trained/directed.
 - 6.3 The employee is to work as an efficient member of the team.
 - 6.4 The employee is to provide an efficient and courteous service to the public and customers of the Shire of Bridgetown-Greenbushes.
7. **KEY DUTIES/RESPONSIBILITIES**
 - 7.1 Carry out where skilled all maintenance and repairs to all Shire of Bridgetown-Greenbushes owned assets.
 - 7.2 Communicate with Manager Building Assets and Projects and Building Assets Administration Officer on a daily basis, any maintenance items noted that need addressing and advise any works not completed on daily work schedule to enable these works to be rescheduled.

- 7.3 Assist tradespersons undertaking any maintenance/repairs when directed by Manager Building Assets and Projects.
- 7.4 Complete routine service inspections, as trained and assist other service providers with access to Shire buildings, as per the annual service schedule when directed.
- 7.5 Support cleaning staff with prompt maintenance and supply of cleaning consumables to various sites.
- 7.6 Manager Building Assets and Projects to be advised - when noted - if updating of ongoing schedules for performing regular asset maintenance is required.
- 7.7 After hours contact for call-outs on urgent maintenance work.
- 7.8 Ensure all duties are carried out with a high regard for the safety of yourself, co-workers and the public.
- 7.9 Have a courteous and co-operative manner when dealing with the public.
- 7.10 Take an active part in ongoing training and personal development.
- 7.11 Other duties as instructed by the Manager Building Assets and Projects.

8. WORK HEALTH & SAFETY

- Follow all Work Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.

9. MINIMUM REQUIREMENTS OF THE JOB

Qualifications and/or training

- Year 10 secondary education or equivalent.
- Current "C" class motor vehicle driver's licence.

Knowledge and Experience

- Previous experience in building construction and maintenance.
- Previous experience with asset management and planned scheduled works.
- Sound knowledge of Work Health and Safety obligations.
- Sound knowledge of building maintenance standards and techniques.
- Working knowledge of Local Government operational procedures (*desirable*).

Skills

- Good verbal and written communication skills.
- Good record keeping skills.
- Developed interpersonal and public relations skills.
- Customer service focus and commitment to quality.
- Experience and competence in operating power tools and machinery.
- Experience and competence to work at heights.
- Experience and competence in operating EWP.

10. SELECTION CRITERIA:**Essential**

- Current Class 'C' drivers licence.
- Good written and verbal communication skills.
- Considerable broad trade/handyman experience.
- Ability to work with minimal supervision.
- A sound understanding of Work Health and Safety legislation and issues.
- Elevated work platform ticket - High Risk License (or willingness to obtain.)
- Working at heights ticket (or willingness to obtain.)

Desirable

- Related trade certificate (e.g. Carpentry and Joinery).
- Scaffolding ticket.
- First Aid Certificate.
- Construction Safety Awareness card (Blue or white).
- Manual handling training.
- Local Government experience.
- HR - HC license

8. ORGANISATIONAL RELATIONSHIP**Responsible to:****Manager Building Assets and Projects****Internal Liaison:**

- Building Assets Administration Officer
- Cleaning Staff
- All Department Staff

External Liaison:

- General Public
- Contractors

Supervision of: Nil

9. EXTENT OF AUTHORITY

Exercises initiative and/or judgement within clearly established guidelines and procedures.

DECLARATION:

I UNDERSTAND THAT THIS POSITION DESCRIPTION FORMS PART OF THE TERMS AND CONDITIONS OF EMPLOYMENT WITH THE SHIRE OF BRIDGETOWN-GREENBUSHES

Employee

Signature: _____ **Date:** _____

Manager

Signature: _____ **Date:** _____

CEO Signature: _____ **Date:** _____

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity:

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application:

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9:00am to 5:00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***Do not submit original copies of references.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***Do not submit original certificates of your qualifications or academic records.***
6. **Please do not submit applications in plastic folders** or include original documents. All documentation should be stapled together in the top left-hand side of the application.

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Acknowledgment of Applications:

All applicants will be notified in writing (after the closing period) that their applications have been received within the required time-frame.

The Interview Process:

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments, the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Recommended Applicant:

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from the Shire's Medical Officer (at the Shire's expense).
- Produce a current **National Police clearance** (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate or current passport. This requirement is necessary to comply with a requirement of another law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of **legal entitlement to work** unrestricted in Australia (if relevant).
- Produce **original or certified copies** of all relevant qualifications and licences.

Other Requirements:

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Clause
- Acceptance of the Letter of Appointment
- Position Description for the job
- Statutory Declaration in relation to current Drivers Licence (if relevant)

For information on the Shire of Bridgetown-Greenbushes, visit our website at www.bridgetown.wa.gov.au