



RECRUITMENT INFORMATION PACKAGE

BUILDING MAINTENANCE OFFICER

FULL TIME

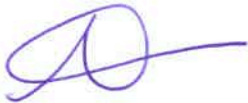
Applications will be accepted until **4pm 29 February 2024**

JOB TITLE - BUILDING MAINTENANCE OFFICER FULL TIME

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Elke Browne, Manager People & Culture on (08) 9761 0800 or via email to ebrowne@bridgetown.wa.gov.au.



Nicole Gibbs
CHIEF EXECUTIVE OFFICER

VACANCY

BUILDING MAINTENANCE OFFICER FULL TIME

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 \$66,824 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, 29 February 2024**.

HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing careers@bridgetown.wa.gov.au. Your confidential application, addressed to the CEO, will be accepted via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

The Shire is an equal opportunity employer and encourages suitable applicants from all nationality, race, gender and creeds. Applicants must be eligible to work in Australia.

POSITION DESCRIPTION

1. **POSITION TITLE** BUILDING MAINTENANCE OFFICER
2. **DEPARTMENT** CORPORATE SERVICES
3. **AWARD COVERAGE AND CONDITIONS**
 - Level 4/5 Municipal Employees (WA) Interim Award 2021 and the Shire of Bridgetown-Greenbushes Outside Enterprise Agreement 2023.
4. **POSITION OBJECTIVES**
 - The employee is to work independently on scheduled/unscheduled maintenance work as directed, under a minimum of supervision
 - 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
 - Work independently and alongside other Building Maintenance Officer as required
 - The employee is to provide an efficient and courteous service to the public and customers of the Shire of Bridgetown-Greenbushes
5. **REQUIREMENTS OF THE POSITION**
 - 5.1 Skills
 - Good verbal and written communication skills
 - Good record keeping skills
 - Developed interpersonal and public relations skills
 - Customer service focus and commitment to quality
 - Demonstrated competence in operating power tools and machinery
 - Demonstrated competence to Work at Heights
 - Demonstrated competence in operating Elevated Work Platforms (EWP)
 - 5.2 Knowledge
 - Sound knowledge of Work Health and Safety obligations
 - Working knowledge of Local Government operational procedures (desirable)
 - 5.3 Experience
 - Previous experience in building construction and maintenance
 - Previous experience with asset management and planned scheduled works
 - 5.4 Qualifications

- Year 10 secondary education or equivalent
- Current “C” class motor vehicle drivers licence
- Willingness to learn and pick up new skills in this industry

6. KEY DUTIES/RESPONSIBILITIES

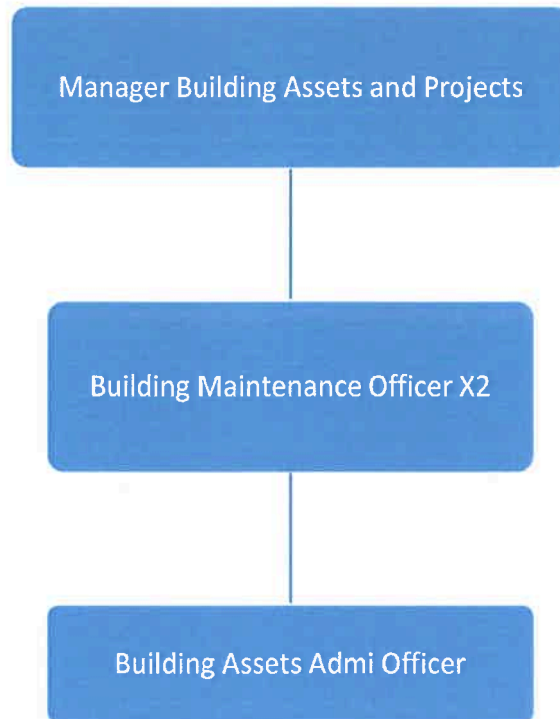
- Carry out (where skilled) all maintenance and repairs to Shire of Bridgetown–Greenbushes owned assets
- Communicate with Manager Building Assets and Projects and Building Assets Administration Officer on a daily basis any maintenance items noted that need addressing and advise any works not completed on daily work schedule to enable these works to be rescheduled
- Assist tradespersons undertaking any maintenance/repairs when directed by Manager Building Assets and Projects
- Complete routine service inspections as trained and assist other service providers with access to Shire buildings, as per the annual service schedule when directed
- Support cleaning staff with prompt maintenance and supply of cleaning consumables to various sites
- Provide updates to Manager Building Assets and Projects regarding performance of regular asset maintenance; note and advise if/when maintenance is required
- After hours contact for callouts on urgent maintenance work
- Ensure all duties are carried out with a high regard for the Safety of yourself, co-workers, and the public
- Have a courteous and co-operative manner when dealing with the public
- Take an active part in ongoing training and personal development
- Other duties as instructed by the Manager Building Assets and Projects

7. Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary
- Report all accidents, incidents and hazards
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant
- Eliminate and control hazards in the workplace using the hierarchy of controls
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public

8. ORGANISATIONAL RELATIONSHIPS

<u>Reporting to</u>	MANAGER BUILDING ASSETS AND PROJECTS
<u>Supervision of</u>	Nil



9 EXTENT OF AUTHORITY

Operates under the supervision within the limits of statutory requirements, Council policies and delegated authority.

10	SELECTION CRITERIA		
	Criterion	Essential	Desirable
	Current Class 'C' drivers licence	✓	
	Good written and verbal communication skills	✓	
	Ability to work with minimal supervision	✓	
	An understanding of Work Health and Safety legislation and issues	✓	
	Willingness to learn and pick up new skills to work effectively in this industry	✓	
	Elevated Work Platform ticket - High Risk Licence (or willingness to obtain)	✓	
	Working At Heights ticket (or willingness to obtain)	✓	
	Related trade certificate (eg. Carpentry and Joinery)		✓
	Trade/handyperson experience		✓
	Scaffolding ticket		✓
	First Aid Certificate		✓
	Construction Safety Awareness card (Blue or White)		✓
	Manual Handling training		✓
	Local Government experience		✓
	HR - HC Licence		✓

I, THE UNDERSIGNED, AS THE INCUMBENT OF THIS POSITION, CONFIRM I HAVE READ THE POSITION DESCRIPTION UNDERSTAND ITS CONTENT AND AGREE TO BE EMPLOYED IN ACCORDANCE WITH THE REQUIREMENTS AS DETAILED IN THIS POSITION DESCRIPTION.

I ACKNOWLEDGE THE POSITION DESCRIPTION PROVIDES A GENERAL OVERVIEW OF THE KEY RESPONSIBILITIES OF THIS POSITION AND THAT I MAY BE REQUIRED TO PERFORM OTHER DUTIES WITHIN THE SCOPE OF MY ABILITY THAT ARE NECESSARY TO FULFIL THE OBJECTIVES OF THE ROLE

Employee

Signature: _____ Date: _____

Supervisor

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.***

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

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au; or

Mailed or hard copy applications must be marked **"Confidential – Human Resources"** on the envelope and addressed as follows:

Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

Acknowledgment of Applications

All applicants will be notified of the status of their application after the shortlisting stage of the recruitment process.

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.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

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

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- 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, driver's licence or current passport. This requirement is necessary to comply with a requirement of 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.
- Produce original or certified copies of all relevant qualifications and licenses.

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 Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application, please contact Elke Browne, Manager People & Culture on (08) 9761 0800 or ebrowne@bridgetown.wa.gov.au.

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