



BUILDING MAINTENANCE OFFICER (CASUAL)

The Shire of Wagin is seeking an enthusiastic self-starter to undertake general maintenance of the Shire's properties.

The position demands a multi-skilled person with experience in building practices, preferably with a working knowledge of building legislation. The successful applicant will be responsible for the maintenance of public buildings, Shire housing, public amenities, playgrounds and outdoor furniture, as well as organising contractors and assisting with building projects.

A current Western Australian 'C' Class Drivers Licence is essential.

This is a casual position, with hours as and when required to a maximum 60 hours per fortnight.

A copy of the position description can be obtained on the Shire's website www.wagin.wa.gov.au, or by contacting John Fathers on (08) 9861 1177 or email john.fathers@wagin.wa.gov.au. If you have any questions about this position, please contact the abovementioned.

Applicants are required to submit their resume with two recent written references and/or details of two referees to the Shire of Wagin by no later than 4pm Friday 7 March 2025.

Dr Kenneth Parker
Chief Executive Officer
Shire of Wagin



Building Maintenance Officer Position Description

Position Summary / Objectives:

Maintain the Shire of Wagin public buildings, housing rental properties, public toilets, playgrounds and outdoor furniture.

Assist with building and maintenance projects as outlined in the annual budget.

Organise and co-ordinate contractors to carry out essential maintenance and capital works.

Skills:

- Developed skills in use of basic measuring instruments, plan reading (single dimensional), set out and working to design levels.
- Developed skills in carpentry, metal fabrication and/or other related building industry skills.
- Developed 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 are desirable.
- Developed time management and organisation skills.
- Developed analytical and problem solving skills, with the ability to exercise good judgement and initiative when required.

Knowledge and experience:

- A basic knowledge of the Building Code of Australia and all relevant legislation and regulations and standards is desirable.
- Demonstrated experience in the planning, coordinating and monitoring of building maintenance programs
- Previous experience in a similar role or a similar environment.
- Ability to establish effective working relationships and work collaboratively with internal and external stakeholders.
- Proven ability to effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high level service to the community.

Qualifications and/or training:

- Trade certificate in a building trade, related industry or extensive work experience.
- Hold a current "C" Class motor vehicle driver's licence.
- Construction Industry Induction ticket (White Card)

Key Responsibilities and Duties:

- To assist in arranging contractors, materials and plant as required for the efficient execution of the building and works programs.
- To assist in preparing estimates of works for the Annual Budget.
- Completion of various tasks involving upgrading, maintenance and repairs to all forms of Council assets, including but not limited to: buildings (internal and external), housing rental properties, public toilets, playground equipment, litter bins, park and street furniture.
Task examples include minor carpentry, painting (and preparation), plastering, replacing light globes, tiling repair, door locks, mechanical and plumbing maintenance and repairs (excluding work that requires a qualified mechanic, plumber or electrician), fence repair, gutter cleaning, graffiti removal, assembly of prefabricated structures and furniture, meter readings, picture hanging and equipment testing and maintenance.
- Operate tools, equipment and plant in safe manner.
- Attend emergency callouts as required.
- Assist with the annual or other inspections of all Council buildings to determine maintenance and capital works as part of the annual budget or asset management processes.
- Under the direction of the EMCCS, organise and co-ordinate contractors and works contracts in accordance with industry standards.
- Provide assistance in co-ordinating and monitoring building maintenance programs.
- Any other duties as directed by your supervisor.
- Ensure safety on work sites of self and public in accordance with safe working procedures.
- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- To observe all safe working practices as directed by Management in use of personal protective equipment as provided.
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work.

Performance Indicators

- Timeliness and quality of building maintenance and repairs.
- Completion of capital and maintenance projects outlined in annual budget.

Organisational Relationships:

Position is responsible to:
EMCCS

Position supervises:
N/A

Key Relationships:

Internal: Chief Executive Officer
EMCCS
CDO
Manager of Works
Manager of Finance
Administration Staff
Works Staff

External: General Public (including Ratepayers and Residents as appropriate)
Contractors

Extent of Authority

Operates under general direction of the EMCCS within established guidelines and policies of Council.

Public Responsibilities

To promote a favourable public image of Council’s personnel, operations and the Shire in general.

Signed:

Signature:

Date

Employee _____

Supervisor _____

CEO _____

Position Description Review History

Created		
Reviewed and Updated		