



APPLICATION PACKAGE

For the position of

Building Maintenance Officer Full Time

Applications for this position close on
28 February 2025

The Shire reserves the right to close the position early.

Employment Application Package – Building Maintenance Officer

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Thank you for your interest in this position with the Shire of West Arthur.

Enclosed is a copy of the position description and guidelines are to assist you in preparing a written application.

If you would like to find out anything further about the position, please contact the Shire's Manager Corporate Services, Rajinder Sunner on 08 9736 2400 or email mcs@westarthur.wa.gov.au

Preparing Your Application

Applicants are not required to separately address selection criteria. Applications should include a cover letter, information about previous employment, experience, education, training, qualifications, or volunteer roles that relate to this position and at least two recent relevant referees.

Along with the name of your referee, please include the relationship to you (e.g., Supervisor), company name and daytime telephone numbers. Written references are not required. Referees may be contacted by the selection panel as part of the selection process for this position.

This information may be provided in a resume or on an application for employment form available from the Shire website www.westarthur.wa.gov.au

Applications can be delivered to Chief Executive Officer, Shire of West Arthur, 31 Burrowes Street, Darkan, WA, 6392, lodged electronically to shire@westarthur.wa.gov.au

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JOB DESCRIPTION

POSITION TITLE:	Building Maintenance Officer
POSITION NUMBER	
DEPARTMENT:	Corporate Services
LEVEL/GRADE:	Level 3-5
REPORTS TO:	Manager Corporate Services
RESPONSIBLE FOR:	Nil

OUR VISION:	To be a safe, friendly, welcoming community with a dynamic and expanding local economy.
OUR VALUES:	Honesty, Responsibility, Respect, Excellence, Fairness, Teamwork.

PURPOSE OF POSITION:	Maintain the Shire of West Arthur public buildings, housing rental properties, public toilets, caravan park facilities and accommodation, playgrounds and outdoor furniture. Assist with building and maintenance projects as outlined in the annual budget. Organise and coordinate contractors to carry out essential maintenance and capital works.
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DUTIES OF POSITION:	<ul style="list-style-type: none">• Assist in arranging contractors, materials and plant as required for the efficient execution of the building and works programs.• Undertake building maintenance assessments on Council properties and make recommendations for the 10 year maintenance plan.• Undertake/oversee new building construction work (as required).• 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 repairs, 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.• Obtain quotes for goods and services.• Undertake annual test and tag of all equipment in all Shire facilities.• Undertake annual RCD/Smoke alarm testing in all Shire facilities and houses.• 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 Management, organise and coordinate contractors and works contracts in accordance with industry standards.
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- Provide assistance in coordinating and monitoring building maintenance programs.
- Operate tools, equipment and plant in a safe manner.
- Ensure safety on work sites of self and public in accordance with safe working procedures.
- 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.

General

- Undertake any other duties within skill and competence levels, as directed by Management.
- Participate, contribute, and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

QUALIFICATIONS / ACCREDITATION REQUIRED:

Essential:

- Current “C” class motor vehicle drivers’ licence.
- Construction Industry Induction ticket (White card).

Desirable:

- Trade certificate in a building trade or related industry.

EXPERIENCE REQUIRED:

Essential:

- Previous experience in a similar role or a similar environment.

Desirable:

- Demonstrated experience in the planning, coordinating and monitoring of building maintenance programs.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Essential:

- 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 time management and organisation skills to meet deadlines under competing priorities and ensure delivery of a high level service to the community.
- Ability to establish effective working relationships and work collaboratively with internal and external stakeholders.
- Ability to work unsupervised.

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Desirable:

- Basic knowledge of the Building Code of Australia and all relevant legislation, regulations and standards.
- 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.

REVISION DATE:	11 February 2025
APPROVED BY:	Vin Fordham Lamont

Certification

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the job. This position description is indicative at this point in time. It is envisaged that the position may be reviewed in the next 12 months.

Probationary Period

A standard probationary period of three (3) months applies to all new appointments. The probation period may also be extended if necessary.

Salary

Hourly rate Level 4 LGIA (includes 15% over award, with potential increase after 6 or 12 months).
Adverse Working Conditions Allowance (paid on hours worked, not paid on leave).
Additional allowance paid for operators with high level of experience.
Housing Allowance for staff not living in subsidised Shire housing.
Conditions of employment are in accordance with the Local Government Industry Award 2020 (LGIA 2020) and Council Policy including four weeks annual leave per annum and relevant sick and carers leave.

Superannuation

Superannuation of 11.5% in accordance with the Statutory Occupational/Guarantee Fund shall apply. Salary sacrificing is available. The Shire pays an additional 1.5% superannuation to employees contributing 5%.

Hours

The hours for this position are generally Monday to Friday 7.00am to 4.00pm with a rostered day off each second Friday of the fortnight. There is an opportunity for overtime to be worked and therefore increase the total salary.

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Uniform

Uniform including three pairs of trousers/shorts, three shirts, two jumpers or a jumper and jacket is provided annually. Boots are replaced on an as needs basis.

Housing

A staff house at subsidized rental is available. Alternatively, the Shire provides a rental subsidy of \$60 per week for employees working in excess of 30 hours per week.

Employment Medical

The successful applicant will be required to provide a medical declaration and may be required to undertake a medical examination prior to an offer of employment.

Supporting Documents

Originals of supporting documents must be made available (e.g., motor vehicle licence/s and qualifications where applicable).

Relocation Expenses

Relocation expenses may be negotiated with the successful applicant if required.

Location Amenities

The Shire is well serviced with various recreation and amenities including a small local general store, primary school, swimming pool, post office, childcare, playgrounds, community resource centre, visiting medical practitioners, hotel, café, roadhouse and sporting facilities.

Further information is available from the Shire's web site or the Shire Office.

Application for Employment

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Thank you for your interest in this position with the Shire of West Arthur. Please complete the following questions and attach with your application.

Vacancy Details

Position Title: _____

(Circle applicable) Permanent / Temporary / Part-time / Casual

Personal Details

Surname: _____ Title: Mr Mrs Ms Miss

Given Names: _____ Date of Birth: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Email: _____

Daytime Contact Number: _____ Mobile: _____

Are you an Australia Citizen or permanent resident of Australia? Yes No If no,

Do you currently hold a Visa allowing you to work in Australia?
(If yes, please attach a copy) Yes No

Do you hold a current Motor Vehicle Driver's License?
(If yes, please provide details) Yes No

State: _____ Class(es): _____ Number: _____ Expiry: _____

Do you hold a current: National Police Clearance Working with Childrens Check

OR willing to obtain clearance/s.

Recruitment Sources

How did you first become aware of this vacancy?

- | | |
|--|--|
| <input type="checkbox"/> Shire of West Arthur website | <input type="checkbox"/> Other website |
| <input type="checkbox"/> Local Government Jobs website | <input type="checkbox"/> Local newspaper |
| <input type="checkbox"/> WA Govt Jobs website | <input type="checkbox"/> West Australian |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Other |

Attachments

Please ensure you have attached all the required documents (see *Information for Prospective Applicants* for details).

- Cover Letter
- Referees (2 contactable work referees, preferably supervisors or managers)
- Resume/Curriculum Vitae
- Copies of relevant qualifications

Availability

How soon would you be able to commence work?
(If currently employed, what is the minimum period of notice required?)

Declarations

To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for?

- Yes No

If “yes”, please provide details of condition:

Workers’ compensation claim

Have you ever made a workers compensation claim?

- Yes No

If “yes”, please describe claim details (e.g., year of injury, what type of injury, company worked for, period off work, etc.):

Year of injury	Type of injury	Name of Company	Period off work

Are any claims still current? Yes No

If “yes”, please provide details of current claims:

Criminal Convictions

Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, or the subject of an investigation before a tribunal? *(You do not need to give details of any conviction which you have had declared spent under the "Spent Convictions Act 1988".)*

Yes No

If "yes", please provide details:

Applicant Declaration

I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. *(If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)*

Applicants signature: _____ Date: _____