



Building Maintenance Officer Application Package



9 Lynch Street Corrigin WA 6375
Telephone: (08) 90632 203
CEO Mobile: 0427 425 727
Website: www.corrigin.wa.gov.au



Building Maintenance Officer Shire of Corrigin

The Shire of Corrigin is seeking to appoint a Building Maintenance Officer to carry out building maintenance and construction projects within the shire. The ideal candidate will have experience in building maintenance and construction as well as engaging and supervising contractors.

Working under the direction of the Manager of Works and Services, the Building Maintenance Officer will be required to maintain the Shire of Corrigin public buildings, housing rental properties, public toilets, playgrounds and outdoor furniture as well as oversee contractors. The position will require multiple tasks to be managed at any one time to ensure that an excellent service is provided to the community.

The Building Maintenance Officer position is offered as a Level 5.1 of the Shire of Corrigin Enterprise Agreement 2018. Generous benefits are provided including; rostered day off per fortnight, staff housing, uniform allowance, mobile phone, tool allowance, vehicle and training opportunities.

The Shire of Corrigin is located 235km south east of Perth in the Central Wheatbelt with a population of approximately 1,200 people. The main industries of this progressive farming community are cereal cropping and livestock production.

Corrigin is well serviced with health and medical facilities including a hospital, doctor, dentist and visiting allied health professionals. Several manufacturing businesses are located in Corrigin as well as supermarkets, cafes, a hardware store, hotel and other retail outlets. The town has excellent recreation facilities including a recreation centre, indoor netball and squash courts, football and hockey field, 50 metre pool and indoor heated pool, tennis courts, golf course, bowling greens, parks and playgrounds. Families in the town are supported with a district high school and day care centre.

Building Maintenance Officer Application Information

Please read the Application Package information carefully.

Thank you for expressing interest in this position with the Shire of Corrigin. Further information about the position is available by contacting the Executive Support Officer, Ms Kirsten Biglin on 90 632 203. To find out more about working at the Shire of Corrigin go to <http://www.corrigin.wa.gov.au/>

Your application should consist of:

- A cover letter addressed to the Chief Executive Officer.
- A resume setting out your personal details, contact details, employment history including with details of the duties (with your most recent employment first), and other relevant information such as personal interests.
- The details of your educational history/academic qualifications and identifying information such as institution, and dates attended
- Information addressing all the selection criteria in a structured format. Please provide sufficient information to allow an assessment of your skills, knowledge, experience and suitability for the position. A short paragraph for each of the following criteria is sufficient:
 - Qualifications and previous experience in building industry.
 - Experience in planning and costing building jobs.
 - Excellent communication skills including working with contractors and report writing.
 - Well-developed Computer skills including the use of spreadsheets.
 - Well-developed time management and organisation skills.
 - Analytical and problem solving skills.
- Two recent referees including contact information and relationship to you as the applicant.
- Please provide information concerning your anticipated commencement date if successful.

Include any additional information that you believe may be relevant to the application interview or your appointment so that we can take that into consideration in selecting the best applicant.

Previous experience in local government is an advantage.

Applications should be marked ***Private and Confidential Building Maintenance Officer Application*** and emailed or posted to:

Ms Kirsten Biglin
Executive Support Officer
Shire of Corrigin
PO Box 221
CORRIGIN WA 6375
eso@corrigin.wa.gov.au



The closing date and time for applications is **Friday 8 November 2019 at 4pm**. Late applications will not be accepted.

Immediately after the closing date the applications will be assessed, ranked and a short list developed.

The preferred candidates will be required to attend an interview in Corrigin with a selection committee comprising the Manager of Works and up to two staff members.

The Shire of Corrigin is an equal opportunity employer.

The Shire of Corrigin reserves the right to close this vacancy earlier than the advertised closing date if sufficient applications are received prior.



Referee and Reference Checks

The Council has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

You may provide additional material or information that you wish to support your application.

Initially the reference checks will only be made of your nominated referees and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Council reserves the right to make other checks of the final applicant(s), but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

Pre-Start Requirements

A Police Clearance will be required prior to confirmation of employment.

A pre-employment medical assessment will be required prior to confirmation of employment. The Shire of Corrigin will nominate an approved Doctor and pay for the cost of the medical assessment for the successful applicant.

The Shire of Corrigin has a Code of Conduct, Code of Behaviour and Fit to Work Policy which includes drug and alcohol testing. By accepting employment with the Shire of Corrigin employees must agree to abide by these policies which may include undergoing random drug and alcohol tests.

Probationary Period

Appointment to this position is subject to a three month probationary period.

Conditions of Employment

Location	Shire of Corrigin Depot, 9 Lynch Street Corrigin.
Base Salary	Shire of Corrigin Enterprise Agreement 2018 Level 5 Shire of Corrigin Enterprise Agreement \$56,197.72
Normal Hours	Works staff currently work a 38 hour week between 7.00am to 4.00pm Monday to Friday (lunch 30 min) over nine days with one rostered day off (RDO) per fortnight.
Annual Leave	Four weeks annual leave including 17.5% loading.
Long Service Leave	Thirteen weeks long service leave after 10 years continuous local government service, transferable between local governments within Western Australia.
Other Leave	Personal, compassionate, carer's and long service leave as per the Shire of Corrigin Enterprise Agreement 2018 and National Employment Standards.
Superannuation	Superannuation of up to 14.5% based on 9.5% superannuation guarantee contributions and an additional 5% contingent upon the employee's matching contributions. Salary Sacrifice is available on the employee's contributions.
Uniform Allowance	\$600 per annum (full time) including uniform, boots and protective clothing.
Additional benefits	\$20 tool allowance per week Vehicle for business use and commuting to and from work. Staff housing Mobile phone Training and professional development \$200 water to maintain garden

Natalie Manton
Chief Executive Officer



Building Maintenance Officer Position Description

Requirements of Position

The Shire of Corrigin is seeking a self-motivated, efficient and professional individual with the relevant skills and experience to join our team as a permanent full time Building Maintenance Officer.

Skills required:

- 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.
- Developed time management and organisation skills.
- Developed analytical and problem solving skills, with the ability to exercise good judgement and initiative when required.
- Ability to use personal computer applications and in particular the Microsoft Office suite of products.

Knowledge and experience:

- Sound knowledge of the Building Code of Australia and all relevant legislation and regulations and standards.
- Demonstrated experience in the planning, coordinating and monitoring of building maintenance programs including preparation of budgets.
- 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 the Manager Works and Services and Leading Hands to maintain a strong work ethic of outside Staff.
- To assist the Manager Works and Services and Leading Hands to arrange contractors, materials and plant as required for the efficient execution of the building and works programs.
- To assist the Manager Works and Services and Leading Hands to prepare estimates of works for the Annual Budget.
- Completion of various tasks involving maintenance and repairs to all forms of Council assets, including but not limited to: buildings (internal and external), playground equipment, litter bins, park and street furniture.
- Perform carpentry, painting, plastering, mechanical and plumbing maintenance and repairs (excluding work that requires qualified plumber or electrician).
- Operate tools, equipment and plant in safe manner.
- Ensure safety on work sites of self and public in accordance with safe working procedures.
- Transport equipment, furniture and supplies manually including for functions and events.
- Attend emergency callouts as required.
- Under the direction of the Manager of Works and Services, co-ordinate and supervise contractors and works contracts in accordance with industry standards.
- Attend meetings and prepare reports to provide updates of capital works and maintenance programs as required.
- Monitor and co-ordinate building maintenance programs including annual budget.
- Any other duties as directed by supervisor.
- 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 the supervisor and 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.