



Building Maintenance Officer



Information Package

If you require this information in an alternative format or need assistance with the application process, please contact Tanya Ludlow on 9063 2203 or via email at hr@corrigin.wa.gov.au



Building Maintenance Officer

The Shire of Corrigin is seeking a reliable, friendly and professional Building Maintenance Officer to help maintain and improve Shire buildings, facilities and community assets.

Reporting to the Manager of Works and Services, this hands-on role is suited to someone who is motivated, enjoys fixing things and takes pride in delivering quality workmanship.

You don't need to be a qualified tradesperson to apply. We are looking for someone with practical experience in general maintenance of buildings, houses, public facilities, or a similar role. A relevant trade qualification would be an advantage, but we're just as interested in the skills, experience and capability you can bring to the role.

This permanent full-time position offers plenty of variety, a nine-day fortnight, opportunities for training and development, and an attractive range of employment benefits. Apply today and join our friendly and supportive workplace where employees are valued and the work we do makes a meaningful contribution to our community.

Key Responsibilities

- Carry out scheduled and reactive maintenance and repairs to Shire buildings, houses, facilities and other community assets.
- Undertake a variety of hands-on maintenance tasks including carpentry, painting, plastering, minor repairs and general property maintenance.
- Identify maintenance requirements and assist with planning and delivering building and facility maintenance programs and minor capital works.
- Coordinate contractors and arrange materials, equipment and plant as required to complete maintenance and other works.
- Obtain quotes, raise purchase orders and assist with budget preparation and monitoring of expenditure.
- Respond to maintenance requests and help keep Shire buildings, houses, facilities and public spaces safe, functional and well maintained.

Further details of responsibilities are outlined in the Position Description.

Qualifications and Requirements

- Current C Class Driver's Licence.
- Practical skills and relevant experience in building, facilities or general maintenance, or a similar role.
- Construction Induction White Card, or willingness to obtain.
- A relevant trade qualification is desirable but not essential.

How to Apply

The Shire of Corrigin is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences to join our diverse and inclusive workforce.

Applications including a current resume, cover letter outlining your relevant skills and experience, and contact details for two recent work-related referees should be submitted to Tanya Ludlow via email at hr@corrigin.wa.gov.au by **4:00pm Friday 4 September 2026**.

Applications may also be submitted by post. Further details are provided under Submitting Your Application – Guidelines.

Employment Conditions

Location	Shire of Corrigin Works Depot Walton Street, Corrigin.
Industrial Agreement	Shire of Corrigin Enterprise Agreement 2025, Level 4.1 Starting at \$34.63 per hour, negotiable depending on qualifications and experience.
Employment Type	This is a permanent full-time position.
Hours of Work	7.00am to 4.00pm Monday to Friday with half hour lunch break. Outside staff work a nine-day fortnight and have a Rostered Day Off every two weeks on a Monday.
Annual Leave	Four weeks annual leave for each 12 months of service, including 17.5% leave loading.
Long Service Leave	13 weeks after 10 years continuous local government service, transferable between local authorities within Western Australia.
Public Holidays	In addition to WA gazetted public holidays, two additional Local Government public holidays on 2 January and Easter Tuesday as per Council Policy.
Other Leave	Personal/carer's leave and bereavement/compassionate Leave as per the Shire of Corrigin Enterprise Agreement 2025.
Superannuation	Superannuation of up to 17% based on 12% superannuation guarantee contributions and up to an additional 5% contingent upon the employee's matching contributions. Salary sacrifice is available on the employee's contributions.
Clothing Allowance	Uniform allowance of \$600.00 per annum for the purchase of corporate uniform plus personal protective clothing and equipment including safety boots.
Health and Wellbeing	Annual reimbursement of up to \$250.00 as per Council policy.
Additional Benefits	Vehicle for business use and commuting to and from work. Staff housing with subsidised rent. Alternatively, housing allowance of \$150.00 per fortnight after 12 months of continuous service if own house provided. Mobile phone provided for business use. Tool allowance of \$50.00 per fortnight where the employee supplies their own tools for the performance of their duties.
Probationary Period	This position is subject to a three-month probationary period which may be extended if performance is not satisfactory.



Submitting Your Application – Guidelines

These guidelines have been developed to assist you in preparing your application and to ensure all required information and documentation is submitted with your application.

Only photocopies of qualifications, certificates and similar documents should be attached to your application. Please do NOT send originals. If you are applying for more than one position, a separate application must be submitted for each position.

Privacy

Personal information provided as part of your application will be collected and used by the Shire of Corrigin for recruitment purposes, including assessing your application and contacting referees. Your information will be handled in accordance with the *Privacy and Responsible Information Sharing Act 2024* and the Shire of Corrigin's Information Privacy Policy. If you do not provide the requested information, the Shire may be unable to fully assess your application. Information about how to access your personal information is available in the Shire of Corrigin's Information Privacy Policy.

Preparing Your Application

Applicants whose skills and experience appear to best meet the requirements of the position will be shortlisted for an interview. This decision will be based on the information relevant to the position that you provide in your application.

Your application should include the information listed in the following checklist:

☐ Covering Letter

Your covering letter should introduce yourself and briefly outline your relevant skills and experience, why you are interested in the position and how you may be contacted during normal business hours.

☐ Curriculum Vitae (Resume)

Your resume should provide your contact details, relevant work history, education, training, qualifications and professional memberships.

Relevant work history should commence with your most recent position and include dates or periods of employment. Please provide a brief summary of the duties and responsibilities relevant to each position.

☐ Referees

Please include the names and contact details of at least two recent work-related referees and obtain their approval before including their details in your application. It is desirable that at least one referee is your current or recent supervisor or manager. Referees may be contacted during the recruitment process to verify information provided in your application and discuss your suitability for the position.

Additional Information

National Police Clearance

This position will require the successful applicant to provide a recent National Police Clearance. The clearance must be no more than three months old at the time of appointment. Council will reimburse the cost incurred by the successful applicant.

Pre-employment Medical / Physical Assessment

Preferred applicants will be required to undertake a pre-employment medical to determine their suitability to carry out the requirements of the position. Council will nominate an approved doctor and pay the cost of the appointment.

Pre-employment Drug and Alcohol Screening

Preferred applicants will be required to undergo pre-employment drug and alcohol screening. Council will nominate an approved testing agent and pay the cost of the screening.

Fit for Work Policy

Council has a Fit for Work Policy which includes drug and alcohol testing. By accepting employment with the Shire of Corrigin employees must agree to abide by this policy which may include undergoing random drug and alcohol testing.

Forwarding Applications for the Position

Applications must be received by **4:00pm Friday 4 September 2026**.

Applications may be submitted by:

Email:

hr@corrigin.wa.gov.au

Please ensure the subject line is marked:

“Private and Confidential – Building Maintenance Officer”

Post:

Please address postal applications as follows:

“Private and Confidential – Building Maintenance Officer”

Human Resources Officer

Shire of Corrigin

PO Box 221

CORRIGIN WA 6375.



Working at the Shire of Corrigin

The Shire of Corrigin has a friendly, team-orientated, and highly motivated workforce providing quality services and facilities to residents and visitors to Corrigin. Working with a small, dedicated team provides an opportunity to work on a diverse range of areas and staff are encouraged to develop skills and knowledge based on areas of interests.

Vision

A welcoming, growing and healthy community to live and work.

Mission

We provide leadership to our local community and the delivery of services and facilities to make Corrigin a healthy, happy, growing and inclusive community.

Our Commitments

Staff work together to ensure the Shire of Corrigin is financially stable, is well resourced and has excellent planning. We pride ourselves on our safe workplaces for employees, contractors, visitors, elected members and residents.

The employees are our greatest asset in working toward our vision. The success of our daily operations and delivery of major capital projects relies on the contribution of the dedicated and loyal employees.

The employees of the Shire of Corrigin have made the following commitments:

- We will be professional and have a strong work ethic
- We will work together as a team to achieve our goals
- We will take pride in our work and strive to continually improve the way we do things
- We will communicate with each other and to our community in a positive and respectful manner
- We will provide a safe, healthy and inclusive work environment
- We will support local businesses when possible
- We will be a leader in local government governance and operations



Employee Benefits

Individual conditions of employment are outlined in the Letter of Appointment and/or Employment Contract. The following additional benefits are available when joining the team at the Shire of Corrigin.

Flexible Work Arrangements

The Shire understands that flexible work arrangements help employees achieve a work-life balance and create a positive work environment. Employees can negotiate flexible working arrangements, depending on the individual circumstances and requirements of the position. The Shire supports family friendly or part time employment options.

Competitive Salary

The Shire of Corrigin Enterprise Agreement and contract salary packages provide for competitive salaries that are above the award wages.

Salary Packaging

Salary packaging is available for permanent employees for items such as vehicles or laptop computers.

Hours of Work

Most full-time office staff work Monday to Friday from 8.30am to 5.00pm with half an hour for lunch and a Rostered Day Off each month. Part time and contract staff may have different negotiated arrangements.

The outside staff generally work Monday to Friday, from 7.00am to 4.00pm with a Rostered Day Off each fortnight. Additional overtime may be required during busy times.

Full time staff work a minimum of 76 hours per fortnight.

Additional Superannuation

In addition to the 12% superannuation guarantee amount the Shire of Corrigin will match employee superannuation contributions up to a maximum of 5%.

Annual Leave

Annual leave is able to be taken as soon as it is accrued rather than wait for the 12-month anniversary of employment.

Leave loading of 17.5% is paid on annual leave taken with the exception of contract positions.

Long Service Leave

All permanent full-time employees of the Shire are entitled to 13 weeks Long Service Leave after completing 10 years of continuous service in Local Government. Permanent part time and casual employees are entitled to a pro rata Long Service Leave accrual after completing 10 continuous years of service. Long Service Leave accruals are transferable between all local government authorities in Western Australia

Personal Leave

Personal/carer's and bereavement/compassionate leave is paid as per the Shire of Corrigin Enterprise Agreement or Minimum Conditions of Employment Act.

Parental Leave

Parental leave arrangements are included in the Shire of Corrigin Enterprise Agreement or National Employment Standards.

Professional Development and Training Opportunities

Ongoing professional development is encouraged and the Shire of Corrigin supports employees to gain new knowledge and skills. Study leave and financial support is available to employees wishing to gain TAFE or university qualifications.

Internal Promotion and Higher Duties

Opportunities are provided for employees to perform higher duties and act in senior roles from time to time. Existing employees are encouraged to apply for internally advertised positions when vacancies arise.

Corporate Uniform

All permanent employees are entitled to an annual uniform allowance of \$600 and personal protective clothing to ensure the safety of employees. Part time employees receive a pro rata allowance.

Smoke Free Workplace

The Shire Administration office, Community Resource Centre, Pool and Depot, as well as all shire vehicles are smoke-free.



Health and Wellbeing Program

The Shire is committed to providing employees with a safe, healthy and supportive work environment. The shire recognises the importance of a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

The health and wellbeing of employees and maintaining a good work life balance enables employees to fulfil their work and personal responsibilities effectively and efficiently which benefits both the employee and employer.

The health and wellbeing support services and incentives aim to improve the general health of employees, assist with retention and attraction of staff and assist in the reduction of workers compensation claims.

Employee Support Services

The Shire of Corrigin provides a range of opportunities and support services to create a healthy workplace, improve awareness of health issues, lower risk factors and improve employee safety.

All employees are offered access to the following services:

- Skin cancer screening.
- Hearing testing.
- Flu vaccinations.
- Injury prevention such as manual task training and ergonomic assessments.
- Health and wellbeing assessments.
- Healthy lifestyle programs.
- Mental health awareness.
- First Aid training

Additional health and wellbeing programs are promoted throughout the year depending on topical issues, demand, funding and work arrangements.

Health and Wellbeing Incentives

To encourage fitness and general wellbeing, all permanent full time and part time employees are offered an incentive up a maximum value of \$250 per financial year and may be used for the following:

- Season pass for individuals or families (immediate family and dependent children under 16).
- Heated pool entry passes or aqua aerobics classes.

- Reimbursement of local Corrigin sporting team membership fees for active participation eg football, netball, hockey, cricket, tennis, bowls, etc.
- Reimbursement of local personal training or fitness programs or classes.
- Massage, physiotherapy, chiropractor, or any other therapy to assist health and wellbeing.
- Gym membership.
- Other options considered

Employee Assistance Program

Employees can access free and confidential counselling sessions over the telephone or face to face. Employees requiring longer term counselling are encouraged to discuss alternative support which may require a medical referral.

Recognition of Service

The long and loyal service of employees is highly valued and recognized with length of service awards.

Equal Opportunity Employer

The Shire of Corrigin treats all employees equally and ensures that the best person is hired for a position based on positive attitude, qualifications, experience and knowledge.

Employees from a diverse range of cultures, race, religion, age, gender or disabilities are welcome at the Shire of Corrigin and add valuable skills, knowledge and experiences.

Modern Office Facilities

The Administration Office, Community Resource Centre, Works Depot and Pool are all modern, spacious, air-conditioned buildings with kitchen facilities and a range of individual and shared office spaces.

Employee Social Activities

Working at the Shire of Corrigin is more than just a job. Taking a break from work to get to know fellow employees and socialise is important in maintaining a great team culture. Staff are encouraged to attend breakfast, lunchtime or after work social events.

Employees support a range of voluntary and charitable activities including delivering weekly Meals on Wheels, Containers for Change donations, appeals and fundraising events.

The Shire provides an annual Christmas function for elected members, employees and families.

**For further information about the Shire of Corrigin visit our website.
www.corrigin.wa.gov.au**

