



Building Maintenance Officer Position Description

1 Incumbent

Name: ***

Date Commenced: ***

2 Industrial Instrument and Level

Shire of Corrigin Enterprise Agreement 2025, Level 4.1

3 Position Summary

To assist the Manager of Works and Services in the effective and efficient maintenance and upkeep of Shire buildings, facilities and community assets.

The position undertakes a broad range of practical building and maintenance tasks and assists with the coordination of contractors, materials and minor building and maintenance works to ensure Shire facilities are safe, functional and well maintained.

This position may require attendance at activities and events outside of normal working hours.

4 Requirements of Position

4.1 Skills

Developed practical skills in general building, property and facilities maintenance.

Developed hands-on skills in areas such as carpentry, painting, plastering, minor repairs and general property maintenance.

Ability to safely and effectively use hand tools, power tools, equipment and plant relevant to building and maintenance activities.

Developed time management and organisation skills, with the ability to prioritise and complete a variety of maintenance tasks.

Developed problem solving skills, with the ability to exercise good judgement and initiative when required.

Ability to identify maintenance requirements and determine appropriate practical solutions within the scope of the position.

Ability to communicate effectively and work collaboratively with Shire employees, contractors, suppliers and members of the public.

Ability to use personal computer applications including Microsoft Office suite of products.

4.2 Knowledge and experience

Demonstrated practical experience in general maintenance of buildings, property, houses, public facilities, or a similar role.

Demonstrated experience carrying out a range of building and maintenance activities.

Knowledge of safe work practices relevant to building and maintenance activities.

Ability to assist with the planning and coordination of building and facility maintenance and minor works, including obtaining quotes, estimating costs and monitoring expenditure.

Previous experience working with or coordinating contractors is desirable.

Previous experience in a similar role or environment is desirable.

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.

4.3 Qualifications and/or training

Hold a current C Class motor vehicle driver's licence.

Construction Industry Induction ticket (White Card), or willingness to obtain.

A trade certificate or other relevant qualification in a building trade or related industry is desirable.

Current Forklift Operators Certificate of Competency is desirable.

5 Key Roles and Responsibilities

The principal responsibility areas of this position are outlined in the table below:

NB The position's principal responsibilities are not listed in order of priority.

Leadership
Assist the Manager of Works and Services and Leading Hands to maintain a strong work ethic of outside staff.
Ensure that safe work practices are adhered to.
Under the direction of the Manager of Works and Services, coordinate and supervise contractors undertaking building and facility maintenance and minor works as required.
Building and Facility Maintenance
Undertake scheduled and reactive maintenance and repairs to Shire buildings, facilities and other assets.
Complete various maintenance and repair tasks to Council assets including, but not limited to, buildings (internal and external), playground equipment, litter bins, park and street furniture, and Shire housing.
Perform general maintenance tasks including carpentry, painting, plastering, minor mechanical and plumbing maintenance and repairs (excluding work that is required to be undertaken by a licensed or qualified tradesperson).
Identify building and facility maintenance requirements and report or arrange further works where appropriate.
Assist with the planning and delivery of building and facility maintenance programs and minor capital works.
Obtain quotes for materials, services and works in accordance with Council purchasing requirements.
Raise purchase orders and undertake associated purchasing and administrative tasks as required.
Arrange contractors, materials, equipment and plant as required for the efficient completion of building maintenance and capital works.
Assist the Deputy Chief Executive Officer with the preparation of the annual budget for building maintenance and capital works, including identifying works, obtaining quotes and preparing cost estimates.

Monitor building maintenance and capital works expenditure against the adopted budget and provide information and updates as required.
Respond to maintenance requests and undertake repairs in a timely and efficient manner.
Operate tools, equipment and plant in a safe manner.
Transport equipment, furniture and supplies manually including for functions and events.
Maintain records of maintenance works undertaken and identify ongoing or future maintenance requirements.
Other Duties
Assist with capital works and building or facility improvement projects as required.
Attend meetings and provide updates on maintenance works or programs as required.
Attend emergency callouts as required.
Any other duties as directed by supervisor.
Occupational Safety and Health
There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
Ensure safety on work sites of self and public in accordance with safe working procedures.
Observe all safe working practices as directed by the supervisor and use personal protective equipment as provided.
Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

6 Key Performance Requirements

Timeliness and quality of building, facility and asset maintenance and repairs.

Maintenance tasks and projects completed to an appropriate standard and within required timeframes.

Shire buildings and facilities maintained in a safe, functional and presentable condition.

Effective identification and reporting of maintenance requirements.

Effective planning, purchasing and monitoring of building maintenance works and expenditure.

Safe and efficient use of tools, equipment, materials and resources.

7 Key projects

Identify and implement practical and cost-effective strategies to improve the overall standard and ongoing maintenance of buildings and facilities within the Shire of Corrigin.

8 Organisational Relationships:

8.1 Position is responsible to:

Manager of Works and Services

Chief Executive Officer

8.2 Position supervises:

May be required to supervise small teams and contractors.

8.3 Key Relationships:

- Internal:** Chief Executive Officer
Executive Management Team
Other Council staff
President and Councillors
- External:** Suppliers and contractors
Community, sporting and cultural groups and organisations
State and Federal Government agencies
Business organisations
General public

9 Extent of Authority

Operates under the direction of the Manager of Works and Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

10 Public Responsibilities

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

	Signature	Date
Employee		
Supervisor		
CEO		

Position Description Review History

Created		
Reviewed and Updated	27/05/2020	Kirsten Biglin
Reviewed and updated	14/09/2022	Tanya Ludlow
Reviewed and updated	21/02/2023	Tanya Ludlow
Reviewed and updated	12/08/2026	Tanya Ludlow