



## Building Officer Position Description

### 1 Incumbent

**Name:** \*\*\*

**Date Commenced:** \*\*\*

### 2 Industrial Instrument and Level

Shire of Corrigin Enterprise Agreement 2022, Level 5.1

### 3 Position Summary

To assist the Manager of Works and Services in the effective and efficient coordination and management of the building maintenance and building construction functions, to deliver strategic outcomes and organisational goals in the management of these services.

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

### 4 Requirements of Position

#### 4.1 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.

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 including Microsoft Office suite of products.

#### 4.2 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 annual 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.

#### 4.3 **Qualifications and/or training**

Completed a trade certificate in a building trade or related industry.

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

Current Forklift Operators Certificate of Competency.

Construction Industry Induction ticket (White Card)

### 5 **Key Roles and Responsibilities**

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

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

<b>Leadership</b>
To assist the Manager Works and Services and Leading Hands to maintain a strong work ethic of outside Staff.
Ensure that safe work practices are adhered to.
To assist the Manager Works and Services and Leading Hands to arrange contractors, materials and plant as required for the efficient execution of the works program.
To assist the Manager Works and Services and Leading Hands to prepare estimates of works for the Annual Budget.
Under the direction of the Manager of Works and Services, co-ordinate and supervise contractors and works contracts in accordance with industry standards.
<b>Building Maintenance</b>
Develop, monitor and co-ordinate building maintenance programs including 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.
Monitor and co-ordinate building maintenance programs including annual budget.
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.
Transport equipment, furniture and supplies manually including for functions and events.
<b>Other Duties</b>
Attend meetings and prepare reports to provide updates of capital works and maintenance programs as required.
Undertake necessary research and analysis of projects and procedures as required.
Attend emergency callouts as required.
Any other duties as directed by supervisor.
<b>Occupational Safety and Health</b>
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.
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.

## 6 Key Performance Requirements

Timeliness and quality of building maintenance and repairs.

Completion of capital and maintenance projects outlined in annual budget.

## 7 Key projects

Identify and implement effective strategies to improve the overall standard of buildings 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.

### 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 organizations  
State and Federal Government agencies  
Business organisations  
General public

## 9 Extent of Authority

Operates under the direction of the Manager 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	23/04/2021	Tanya Ludlow
Reviewed and updated	03/05/2022	Tanya Ludlow
Reviewed and updated	14/09/2022	Tanya Ludlow
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