



INFORMATION FOR APPLICANTS

BUILDING MAINTENANCE OFFICER FULL-TIME

Applications close Friday 30th October 2026 at 4:00pm

For more information please contact:

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BUILDING MAINTENANCE OFFICER FULL-TIME

**Full time – 76 hours worked over a 9-day fortnight
\$69,000 to \$71,700 (Depending on qualification and experience)
(Subsidised housing may be available)**

The Shire of Lake Grace is keen to receive applications from a reliable and preferably experienced Building Maintenance Officer with a relevant trade certificate in the building maintenance industry.

Reporting to the Infrastructure Supervisor, your responsibility will include but not limited to carrying out construction, repair and preventative maintenance work in accordance with the construction and maintenance program to help maintain Shire of Lake Grace facilities and staff residential

To be successful in this position, you will need:

- An understanding and application of regular maintenance to the Shire's built infrastructure and other nominated assets
- Strong focus on customer service
- Thorough understanding of the Work Health & Safety standards and regulations
- Ability to work independently and unsupervised, willingness to take ownership of your tasks
- Ability to work cohesively, efficiently and effectively in a team environment
- Ability to prioritise workload according to the Shire's policies and procedures

Applications close Friday 30th October 2026 at 4:00pm.

The Shire of Lake Grace is an equal opportunity employer.

Alan George
Chief Executive Officer
Shire of Lake Grace
P O Box 50, Lake Grace WA 6353
shire@lakegrace.wa.gov.au
www.lakegrace.wa.gov.au

About your application

Your application

This is the initial step in securing an interview for the position you are applying for and must be typed and of the highest standard.

We would prefer that your applications are emailed to aso@lakegrace.wa.gov.au and if you are mailing or delivering, it should be stapled in the top left-hand corner. Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a short outline and a brief description of your background and the reason why you are applying for the position.

Response to the Selection Criteria

The advertisement may or may not require for you to address the selection criteria and therefore needs to be set out in a separate document. The Selection Criteria is contained within the Position Description which will determine your suitability when shortlisting applicants. It is not meant to be exhaustive, but applicants must address each of the criteria demonstrating a developed knowledge and experience. You must also include previous working experience or examples in undertaking the function or requirements.

Qualifications

As part of your application, copies of supporting information/qualifications/certificates and statements of claims must be submitted.

Referees

Please include in your Resume/CV the names and contact details of at least two (2) referees. If there are reasons that the applicant does not wish the Shire of Lake Grace to undertake referee checks prior to determining a preferred candidate (e.g. an employer is not aware of your application and you do not wish for contacts to initially be made until preferred candidate status has been confirmed), please advise of such with your application or supporting email. *It is a common courtesy that referees be contacted for approval prior to nominating them in the application.*

Closing Dates for Applications

Vacancies within the Shire of Lake Grace are advertised with a specific closing date and is written in the advertisement. The closing time is the time when your submission is to be received at the Shire of Lake Grace office. *Please note that in fairness to everyone applying for the position, late applications will NOT be accepted.*

Preparing for the Interview

The Selection Criteria within the Position Description will best prepare you for the questions at the interview. It is recommended that the STAR method is used in responding to each criterion – S=situation, T=task at hand, A=action you have taken to complete the task, R= the result/outcome of your efforts. You can identify examples from experience that might be similar or equivalent.

The Interview Process

A panel interview will usually consist of three (3) interviewers who will follow a set format to ensure equity and fairness to the applicant. The interviewers will take turns asking questions and will make notes to ensure that applicants are examined in a uniform manner

After the Interview

The successful applicant will be contacted by a member of the Panel to verbally offer the position. All employment is subject to successfully obtaining a National Police Clearance certificate and a pre-employment medical and drug & alcohol test. The costs will be reimbursed by the Shire after commencement. *All unsuccessful applicants will be notified in writing by the Human Resources Department.*



Shire of Lake Grace

BUILDING MAINTENANCE OFFICER POSITION DESCRIPTION

Shire Values "A safe, inclusive and growing community embracing opportunity"

Position title	Building Maintenance Officer
Department / service area	Infrastructure Services
Industrial award	Local Government Industry Award 2020 Industrial Agreement
Classification	Level 3
Position reports to (role)	Works Supervisor
Position supervises / Manages (roles)	Nil
Last date PD reviewed	12/10/2026
Links to Corporate Plan Objectives	Environment Objective - Protect and enhance our natural and built environment Outcome 4 <i>A well maintained attractive built environment servicing the needs of the community</i> Strategies: 4.1: Maintain, rationalise, improve or renew buildings and community infrastructure 4.2: Maintain the integrity of heritage buildings and places

Position Certification Date: 25/05/2026

Position Summary

Job Purpose

The Building Maintenance Officer is responsible for the performance of tasks and duties as assigned to maintain and repair the Shire's infrastructure whilst ensuring the strategic objectives and requirements of the Shire of Lake Grace are met.

KEY DUTIES & RESPONSIBILITIES

- Establishing, monitoring and undertaking planned maintenance procedures for buildings, equipment and other nominated assets
- Making recommendations for major repairs and purchases to the Manager of Infrastructure Services
- Transporting equipment, furniture and supplies manually and/or using aides such as dollies and carts
- Operating a motor vehicle to pick up and move goods and supplies and furniture for special events
- Assisting in the completion of building and maintenance customer service requests, by attending to these in a timely manner and signing off to ensure completion of the customer/works request form
- Operating plant, equipment, appropriate devices and protective equipment in accordance with demonstrated safety procedures and proper instruction.
- Carrying out building and housing maintenance inspections and completing reports as with the Infrastructure Support Officer
- Carrying out all duties in accordance with the Shire's Work Health & Safety Policy and health instructions and reporting all near misses and incidents to the Infrastructure Support Officer

- Ensuring appropriate safety clothing issued by the Shire is correctly worn, used and maintained.
- Responsible for materials, tools, equipment, vehicles and plant in the employee's use
- Follow maintenance schedules, whilst working independently and perform works in accordance with the Shire's budget, policies and procedures
- Provide relief cover across the infrastructure services team during busy periods or staff leave/absences
- Any other duties as directed by the Works Supervisor

General Responsibilities and expected behaviour or conduct

The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

Staff are expected to;

- ✓ assist other employees from time to time and contribute to teamwork
- ✓ behave in a manner and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
- ✓ observe the highest standards of honesty and integrity
- ✓ avoid conduct which might suggest any departure from these standards
- ✓ give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

Key Performance Indicators	Performance Requirements
All Shire owned and maintained buildings comply with current safety, security and fire regulations Customer service requests completed within a reasonable time frame	Regular checks carried out as scheduled Communication with Works Supervisor / ISO Daily communication with Works Supervisor Work scheduled prioritised appropriately All required materials and tools organised and prepared

Work Health and Safety Statement of Outcome

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome. The Shire of Lake Grace is committed to continuous improvement of the Work Health and Safety standards.

1. Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
2. Comply with statutory obligations, Council Policy, Industrial Awards, WHS and EEO legislation
3. Follow safety rules, procedures and standards at all times
4. Report ALL accidents, incidents and hazardous situations arising in the course of work

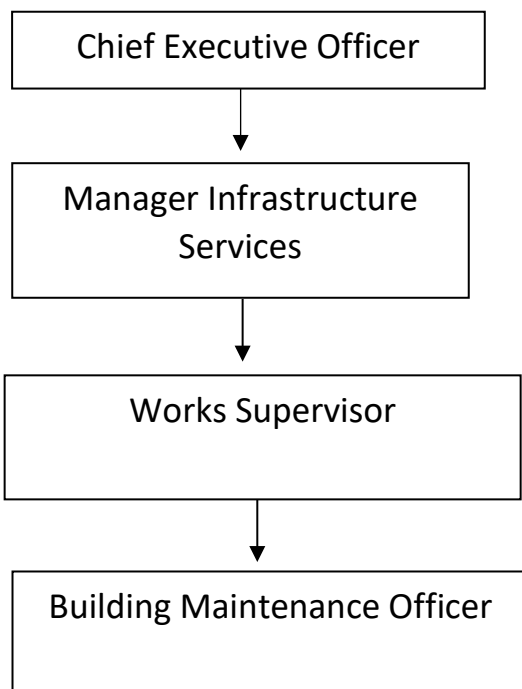
Equal Employment Opportunity Statement of Outcome 2023-2025

1. Outcome – The organisation values EEO and diversity and the work environment is free from sexual and racial harassment.

2. Outcome – Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees
3. Outcome – Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity
4. Outcome – Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.

Position Liaises with:

Organisational Relationship



Internal & External Liaison

SELECTION CRITERIA

ESSENTIAL

- An understanding and application of regular maintenance to the Shire's built infrastructure and other nominated assets
- Working knowledge in the general safe usage, operation and maintenance of small plant equipment
- Ability to work cohesively, efficiently and effectively in a team environment
- Effective oral and written communication and interpersonal skills
- Written literacy and numeracy skills to provide information, advice to other employees, contractors and members of the public
- Innovative and strategic thinker who can deliver organisational business improvements
- Excellent time management and organisational skills
- Knowledge of health and safety requirements
- Minimum (current) 'C' class manual drivers' licence
- Current National Police Clearance Certificate, no more than 6 months old, or willingness to obtain
- Completion of a pre-employment medical

PREFERRED

- Working knowledge of local government operation and general procedures as applicable to building operations area
- Current 'HR' drivers' licence

TRAINING

The Shire of Lake Grace will provide training and professional development opportunities to the successful applicant including the costs of attending appropriate training where opportunities are identified.

PERFORMANCE REVIEWS:

Reviews shall be conducted annually.

PHYSICAL REQUIREMENTS OF THE POSITION

Sitting / standing for periods of time, ergonomics, lifting, bending, twisting, and working with screen-based equipment.

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.



Shire of Lake Grace

Job Application Form

BUILDING MAINTENANCE OFFICER

PERSONAL DETAILS		
Full Name:		
Home Address:	Suburb:	
State:	Postcode:	
Telephone Number:		
Email Address:		
Do you hold a valid driver's licence? Yes ☐ No ☐		
If yes, please provide details of your driver's licence below		
Place of Issue:	Licence type:	
Drivers Licence Number:	Expiry Date:	
Do you hold a valid police clearance check? Yes ☐ No ☐		
If no, would you be prepared to undertake this check if requested? Yes ☐ No ☐		
EMPLOYMENT RIGHTS		
Are you an Australian Citizen? Yes ☐ No ☐		
If no, please state your nationality and confirm the details of your current visa		
Nationality:	Visa Type:	
Details of Any Work Restrictions:	Visa Expiry Date:	
Any Additional Comments:		
EDUCATION AND QUALIFICATIONS		
Name of Institution	Qualification Obtained	Completion Date

Details of Any Other Relevant Skills or Qualifications:	
EMPLOYMENT HISTORY	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	

REFEREES

REFEREES	
Name of Referee 1:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes ☐ No ☐
Name of Referee 2:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes ☐ No ☐
I consent to the Shire of Lake Grace to make contact with my referees to carry out reference checks in support of my application Yes ☐ No ☐	
HEALTH QUESTIONNAIRE	
Do you suffer from anything that may impact your ability to carry out the tasks required for this role? Yes ☐ No ☐	
If yes, please provide details: 	
<i>Please note that disclosure of any injury, illness or disability will not exclude an applicant from employment. The Shire of Lake Grace has a duty of care to employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.</i>	

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Applicants who are successful in the shortlisting process may be subject to a pre-employment medical and urine drug screening, as part of the recruitment process. At this stage, applicants may be required to disclose any previous workers compensation claims and details of any previous/current medical conditions or restrictions that may impede their physical ability to perform the role that they have applied for.

I understand and agree to these terms and conditions Yes ☐ No ☐

I agree to take part in a pre-employment medical and urine drug screening Yes ☐ No ☐

ADDITIONAL INFORMATION

How did you learn about this opportunity?

Are you currently employed by or have previously worked for the Shire of Lake Grace?

Yes ☐ No ☐

If yes, please provide further details below:

Dates employed from and to:

Position Held:

Line Manager Name:

Please confirm that you have attached the following supporting documents to this application form:

Resume

Yes ☐ No ☐

Covering Letter

Yes ☐ No ☐

APPLICANT DECLARATION

I hereby certify that the information provided in this application is true and correct. I understand that any misrepresentation of facts within this application could be cause for instant termination, should I be employed by the Shire of Lake Grace. I am aware that should I be employed by the Shire of Lake Grace that this application and the attached supporting documentation will be included in my employment file.

Applicant Name:

Signature:

Date:

Personal information collected during the recruitment process will be used to assess your suitability for employment, undertake reference and qualification checks and administer employment-related activities. Information may be disclosed to referees, verification providers and relevant authorities where required.

Further information is available in the Shire's Privacy Collection Notice