



**Shire of Lake Grace**

# BUILDING MAINTENANCE OFFICER

## POSITION DESCRIPTION

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

<b>Position title</b>	Building Maintenance Officer
<b>Department / service area</b>	Infrastructure Services
<b>Industrial award</b>	Local Government Industry Award 2020 Industrial Agreement
<b>Classification</b>	Level 4
<b>Position reports to (role)</b>	Works Supervisor
<b>Position supervises / Manages (roles)</b>	Nil
<b>Last date PD reviewed</b>	18/09/2025
<b>Links to Corporate Plan Objectives</b>	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:** 19/09/2025

### Position Summary

#### Job Purpose

The Building Maintenance Officer is responsible for carrying out construction, repair, and maintenance work in accordance with the construction and maintenance program, to help maintain Shire of Lake Grace facilities and staff residential buildings.

### KEY DUTIES & RESPONSIBILITIES

- Establishing, monitoring and undertaking planned maintenance procedures for buildings, equipment and other nominated assets
- Ensuring that buildings and equipment meet all safety, security and fire regulation policies
- Making recommendations for major repairs and purchases to the Manager of Infrastructure Services
- Applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, and applying finishes as linoleum
- 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

### **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**

All Shire owned and maintained buildings comply with current safety, security and fire regulations

Customer service requests completed within a reasonable time frame

### **Performance Requirements**

**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**

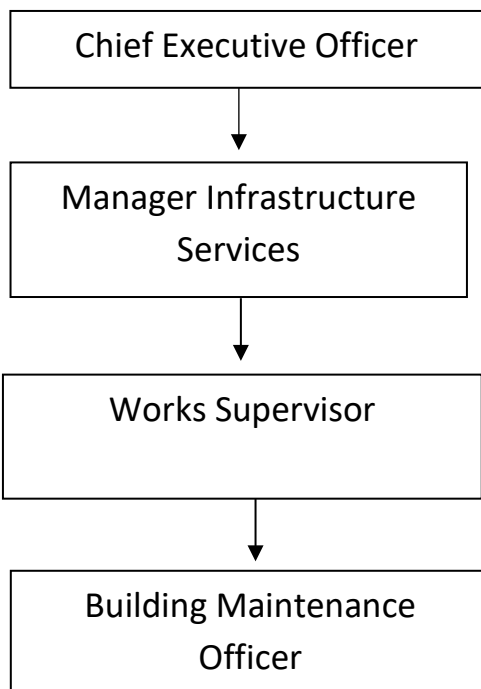
### **Work Health and Safety Statement of Outcome**

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
- Knowledge and experience of carpentry
- Knowledge of building workshop operations and 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
- Vocational qualification in a building related discipline, such as carpentry, fixing, fabricating or metal work
- 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.

## BUILDING MAINTENANCE OFFICER

### Position Acknowledgement and Acceptance

#### Position Holder

Name

\_\_\_\_\_

Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

#### Reviewed by:

\_\_\_\_\_

Deputy Chief Executive Officer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

#### Approved by:

Alan George

\_\_\_\_\_

Chief Executive Officer

Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

*This position description will be reviewed annually as part of the annual performance appraisal process.*