



Position Description

Building Maintenance Officer

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	- Enhance community connection and well-being. - Operate as environmental custodians for the future. - Support local jobs, industry, and small business and facilitate sustainable development.	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Building Maintenance Officer	Direct Reports:	Nil
Level:	Level 5		
Department:	Technical Services		
Reports to:	Manager Technical Services		
Status:	Full-time		

Performance Summary
The Building Maintenance Officer is expected to: - Facilitate the effective management of the Shires Built Asset portfolio. - Provide a high-level of customer service both internally and externally, whilst supporting the connection with our diverse community. - Assist the Assets Department with asset inspection, maintenance planning, and other relevant activities associated with all asset classes. - Assist Council's major Facility Managers, Asset Owners and Lessee's with annual and reactive maintenance activities. - Coordinate construction and maintenance projects, engagement of contractors, ensuring the safe and effective completion of works undertaken by service providers. - Be solution focused and have a 'can do' attitude. - Champion the Shire's vision, values and objectives. - Be inspired and motivated as part of the Infrastructure and Assets team.

Key Responsibilities

General maintenance and construction of the Shires Built Infrastructure Assets including:

- Establishing, monitoring and undertaking planned and reactive maintenance activities for buildings, equipment and all other assets.
- Coordinate and monitor building contractors for capital works, reactive maintenance and repairs, including after hour callouts.
- Performing carpentry, electrical (where a licenced Electrician is not required), painting, mechanical, fabrication and plumbing repairs, installations of all types and general maintenance.
- Transporting equipment, furniture and supplies.
- Operation of plant, machinery, equipment, appropriate devices and protective equipment in accordance with demonstrated safety procedures, instruction and high-risk license requirements.
- Workplace hazard and incidents/accidents reporting.
- Providing support and advice to internal and external staff, customer enquiries and completing maintenance/service requests as required.
- Actively participating in the Shire's Work Health and Safety programs and ensure self and others work in accordance to the Shire's Work Health and Safety Policy.
- Other general duties as required within the scope and level of the position.
- Promotion of Council's image whilst undertaking duties.
- Act in accordance with the organisations Code of Conduct.
- Undertake other duties as required by the Manager Technical Services.

Position Requirements

- Trade Qualification (certified) with a minimum of five years industry experience.
- Ability to work in both a team environment and unsupervised.
- Developed interpersonal skills.
- Computer literacy skills.
- Have a positive attitude.
- Knowledge of safe work practices and the willingness to comply with the Shire WHS Policy Statement and State Act and Regulations.
- Be physically fit to undertake manual tasks.
- "C" Class drivers' licence.
- National Police Clearance (within the past three months).
- Current First Aid Certificate.

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

Certification

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE _____