

Heart of the Stirlings



SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

BUILDING MAINTENANCE OFFICER

POSITION DESCRIPTION



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1. POSITION DETAILS			
Position:	Building Maintenance Officer	Position classification:	Level 4 LGIA
Directorate:	N/A	Employment type:	Permanent
Department:	Infrastructure	Location:	Shire Depot
2. ORGANISATIONAL RELATIONSHIPS			
Responsible to:	Asset and Waste Management Coordinator		
Supervision of:	Assistant Building and Maintenance Officer (Vacant)		
Internal and External Liaison:			
Internal	All Staff and Elected Members		
External	Ratepayers General Public Other Stakeholders		
3. POSITION OBJECTIVES			
<ul style="list-style-type: none">• Under the direction of the Asset and Waste Management Coordinator, provide quality building and other built asset minor maintenance services throughout the Shire.• Contribute to maintenance of parks and gardens and other assets as required.• Assist the Asset and Waste Management Coordinator to meet asset management objectives as per the Shire Asset Management Plan.			
4. KEY DUTIES/RESPONSIBILITIES			
Asset Maintenance			
<ul style="list-style-type: none">• Provide quality asset maintenance services to the Shire's buildings, parks and gardens, playground assets and other built assets as directed by the Asset and Waste Management Coordinator.• Complete monthly maintenance activity reports.• Assess possible hazards and advise management/supervisor accordingly.• Demonstrate a commitment to work safely, effectively, and efficiently by ensuring all duties are carried out in a professional manner consistent with the Code of Conduct and Shire of Gnowangerup policies and procedures.• Support the Asset and Waste Management Coordinator in meeting asset management objectives.• Any other duties consistent with the level of this position or as directed by the Asset and Waste Management Coordinator.			

5. SKILLS and EXPERIENCE

Qualifications:

- Trade qualification in building, carpentry or joinery would be highly valued but is not essential.
- Hold a current Western Australia C Class Driver's Licence.
- HR truck licence or ability to obtain is highly desirable

Experience:

- Demonstrated experience in a similar position in local government or experience in a similar position within private enterprise.

Skills:

- Demonstrated ability to provide a quality building and other built asset minor maintenance service.
- Demonstrated time management and organisational skills.
- Demonstrated proficiency in oral and written communication, and interpersonal skills.
- Demonstrated ability to work both within a team environment and independently.

Knowledge:

- Demonstrated knowledge of the role of Local Government.(Preferred but not essential)
- Knowledge of the local community highly desirable
- Good working knowledge of building and other asset maintenance requirements.

6. EXTENT OF AUTHORITY

Operates under the general direction of the Asset and Waste Management Coordinator within established guidelines, policies, and procedures of Council as well as the statutory provisions of the Local Government Act and other legislation.

7. OHS REQUIREMENTS

- Follow all Occupational Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Maintain Fitness for Work Standards.

Approved by the Chief Executive Officer

Date: ____ / ____ / _____

Signed by Employee

Date: ____ / ____ / _____