



**BUILDING MAINTENANCE OFFICER**  
Vacancy Information Package





## **POSITION VACANT: BUILDING MAINTENANCE OFFICER**

The Shire of Broomehill-Tambellup is offering a great opportunity for a full-time, permanent Building Maintenance Officer to join our team. The position is responsible for undertaking and/or coordinating high-quality repairs and maintenance to the Shire's building assets and structures. The position will also assist, develop, and implement specific plans and programs including the building maintenance program, inspection plan and associated budget considerations for Shire-owned building assets and structures.

We are seeking a candidate with:

- Demonstrated experience within the building construction industry and/or in the maintenance and repair of building assets and structures.
- Demonstrated experience in carpentry, metal fabrication and/or other related building industry skills.
- Demonstrated ability to show initiative, be adaptable to able to deal effectively with trade-related issues.
- Demonstrated ability to prioritise work, be organised, and work with limited direct supervision.
- Well-developed verbal and written communication skills.
- Sound computer skills.
- Working knowledge of work health and safety requirements and safe work practices.
- Construction White Card

### **Remuneration and Benefits:**

The position offers a competitive total remuneration package of \$94,130 to 115,557, comprising:

- A cash component of \$75,000–\$90,000 per annum, depending on experience;
- Annual leave loading of 17.5%
- Weekly tool allowance;
- Up to 16.5% superannuation (with matching employee contribution); and
- Commuter use of a Shire vehicle.

In addition, the successful candidate will enjoy:

- Access to training and development opportunities;
- Uniforms;
- A wellbeing program;
- Access to an employee assistance program for you and your family;
- A great workplace culture; and
- Flexible working conditions.

If you are a proactive, skilled professional looking for a rewarding role within a supportive Shire, we encourage you to apply!

For more information about this position, please contact Ms Karen Callaghan, Chief Executive Officer, on 0423 109 425. An application package can be downloaded at [www.shirebt.wa.gov.au](http://www.shirebt.wa.gov.au), or alternatively, please contact the Shire office on 9825 3555.

**Applications will be accepted until 4.00pm on Thursday 13 February 2025.**

***The Shire of Broomehill-Tambellup is an equal opportunity employer***

## How to Apply

Please refer to the position description contained within this package.

To be considered for the position you must submit the following:

- 1. A cover letter of no more than two pages outlining your experience relevant to the role and why you would like to be considered for the position.**
  
- 2. A current resume which provides:**
  - Relevant personal details (including name, address, phone number, email address)
  - Summary of work experience, including the dates and details of tasks performed in each position
  - Education and training relevant to the position description
  - Any activities you have undertaken outside of work which are relevant to your application.
  
- 3. The names and contact details of two referees** who are able to comment on your work experience. One referee should preferably be your current or a recent supervisor/manager.

#### **4. Lodging your application**

Your application should be marked as follows:

Private and Confidential

Attention: Chief Executive Officer

Position: Building Maintenance Officer

Applications must be submitted by **4:00pm, Thursday 13 February 2025** as follows:

- By email to [projects@shirebt.wa.gov.au](mailto:projects@shirebt.wa.gov.au) - Attention: Chief Executive Officer.
- By hand delivery or post, to  
Chief Executive Officer  
Shire of Broomehill-Tambellup  
46 - 48 Norrish St  
TAMBELLUP WA 6320

**SHIRE OF BROOMEHILL-TAMBELLUP**  
**POSITION: BUILDING MAINTENANCE OFFICER**

<b>EMPLOYMENT CONDITIONS</b>	
<b>Location</b>	<i>Shire of Broomehill-Tambellup, based at the Tambellup Works Depot</i>
<b>Industrial agreement</b>	<i>Municipal Employees (Western Australia) Award 2021 and the provisions derived from the Shire of Broomehill-Tambellup Operations Employees' Enterprise Agreement (EEA) 2019 or its replacement</i>
<b>Remuneration Package</b>	<ul style="list-style-type: none"> <li>• <i>Base Rate: \$75,000 - \$90,000 per annum, depending on experience and expertise.</i></li> <li>• <i>Annual Leave Loading of 17.5%</i></li> <li>• <i>Tool Allowance: \$20 per week.</i></li> <li>• <i>Superannuation: Employer superannuation of 11.5%, with additional employer contribution of up to 5% if matched by the employee.</i></li> <li>• <i>Commuter Use of Shire Vehicle, estimated value: \$8,455 per annum.</i></li> </ul>
<b>Tenure</b>	<i>Full time, permanent</i>
<b>Hours of work</b>	<i>Employees work 80.5 hours per nine-day fortnight. Flexible working arrangements will be considered.</i>
<b>Annual leave</b>	<i>20 days per annum</i>
<b>Personal/carer's leave</b>	<i>10 days per annum</i>
<b>Long service leave</b>	<i>In accordance with the Local Government (Long Service Leave) Regulations 2024, and the provisions derived from the Shire of Broomehill-Tambellup Operations Employees' Enterprise Agreement 2019 or its replacement - 13 weeks leave after 10 years of service then 13 weeks leave for every 7 years continuous service thereafter.</i>
<b>Staff benefits</b>	<i>Including uniforms, parental leave benefit, wellbeing program, employee assistance program.</i>
<b>Pre-employment medical assessment</b>	<i>An offer of employment will be made to the preferred applicant subject to satisfactory physical/medical assessment and drug/alcohol screening results being returned.</i>
<b>National Police Clearance</b>	<i>The preferred applicant will be required to provide a valid National Police Clearance prior to commencement.</i>
<b>Probation period</b>	<i>A probation period of 6 months applies to this appointment.</i>
<b>Closing date</b>	<p><b>4.00pm Thursday 13 February 2025</b></p> <p><b>In the interest of fairness and equity, late applications will not be accepted.</b></p>

## Position Description



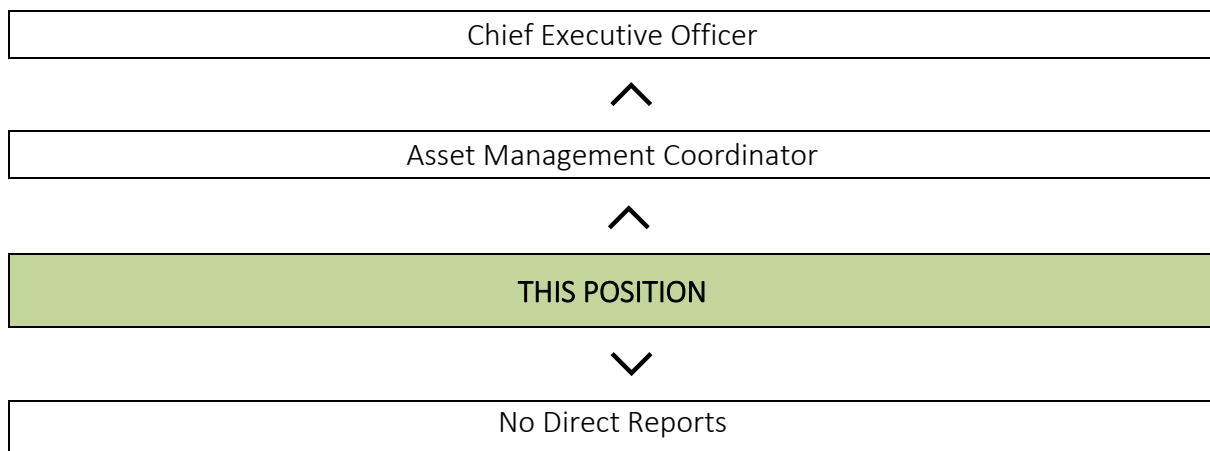
### BUILDING MAINTENANCE OFFICER

<b>Classification Level</b>	Level 6 (equivalent to Municipal Employees (Western Australia) Award 2021 - Level 5)
<b>Unit</b>	Office of the Chief Executive Officer
<b>Mode</b>	Permanent, full-time
<b>Work Location</b>	Locations within the Shire of Broomehill-Tambellup, based at the Tambellup Works Depot

### ORGANISATIONAL ENVIRONMENT

<b>Our Vision</b>	A region driven by community spirit
<b>Overarching Goal</b>	To have a peaceful and friendly rural lifestyle with thriving towns
<b>Value</b>	Respect, Communication, Teamwork and Openness

### REPORTING RELATIONSHIPS



### KEY RESPONSIBILITIES

The Building Maintenance Officer is responsible for undertaking and/or coordinating high-quality repairs and maintenance to the Shire's building assets and structures. The position will also assist, develop, and implement specific plans and programs including the building maintenance program, inspection plan, and associated budget considerations for Shire-owned building assets and structures.

## SUMMARY OF DUTIES

### Building Maintenance

- Undertake building maintenance aligned with the building maintenance program.
- Provide advice and undertake ad-hoc repairs to the Shire's building assets and structures including, but not limited to, joinery, carpentry, painting, repairing furniture, doors, locks, window treatments, and lights.
- Undertake urgent vandalism reinstatement works on the Shire's building assets and structures.
- Engage, oversee, and provide instructions to contractors as required, and inspect and report to the Asset Management Coordinator on all works carried out.
- Supervise and/or project manage to successful completion, minor projects as directed.
- Undertake scheduled inspections and prepare subsequent reports on the condition of Shire-owned building assets and structures.
- Operation of plant and equipment in a safe, efficient manner.
- Maintain plant, equipment, and tools in a safe and good working condition.
- Cleaning duties when required.

### Administration, Planning, and Implementation

- Accurately prepare purchase orders as required.
- Develop and implement an inspection plan for Shire-owned building assets and structures.
- Assist in the development and implementation of a building maintenance program.
- Assist in the annual preparation of a building maintenance budget.

### Other

- Ensure a duty of care that is compliant with the Work Health and Safety Act 2020, and the Shire's policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents, and near misses.
- Exhibit accountability, professional integrity and respect consistent with the Shire's Code of Conduct.
- Undertake other duties as required.

## WORK RELATED REQUIREMENTS

### Essential

- Demonstrated experience within the building construction industry and/or in the maintenance and repair of building assets and structures.
- Demonstrated experience in carpentry, metal fabrication and/or other related building industry skills.
- Demonstrated ability to show initiative, be adaptable to able to deal effectively with trade-related issues.
- Demonstrated ability to prioritise work, be organised, and work with limited direct supervision.
- Well-developed verbal and written communication skills.
- Sound computer skills.
- Working knowledge of work health and safety requirements and safe work practices.
- Construction White Card

**Desirable**

- Local government experience
- Project management qualifications or relevant experience
- Knowledge of basic budget management

**Pre-Employment Screening**

- Proof of Australian Citizenship or Permanent Residency
- Current unrestricted WA 'C' Class Drivers' License
- Criminal Record Screening Clearance
- Employment medical assessment
- Drug and alcohol test