



Job and Person Specification

Position: Building Maintenance & Municipal Support Officer
Department: Works & Infrastructure
Reports to: Assistant Works Manager
No of Direct Reports: Nil
Award / Level: Technical Level 2B
Incumbent: Vacant
Date Appointed:

Position Objective

The Building Maintenance & Municipal Support Officer is a key member of the Council's Building Maintenance team, responsible for building and facility maintenance across the municipality. This role involves assisting in delivering Capital Works Program building projects, performing preventative and reactive maintenance of Council's buildings and structures, and conducting inspections to ensure that all facilities meet and are maintained to Council requirements.

The position requires commitment to our organisational values, which emphasize "working as a team with open and honest communication. We act with integrity while demonstrating respect, and we maintain a positive and proactive attitude in our actions."

Key Result Area	Key Tasks	Performance Indicators
Facilities Maintenance	<ul style="list-style-type: none"> Ensure that all facilities are maintained in compliance with the required building standards and the intervention levels outlined in the Council's Building Asset Management Plan. Undertake reactive maintenance tasks assigned through the Customer Service Request system. Proactively assist the development, periodic review and implementation of inspection protocols for the Council's "Essential Health and Safety Features". 	<p>Conducting preventive maintenance activity according to asset management schedules.</p> <p>Address assigned reactive maintenance tasks promptly and efficiently.</p> <p>Timely completion of scheduled protocol reviews and implementation, reporting and addressing identified maintenance need.</p>

	<ul style="list-style-type: none"> • Work within approved annual budget constraints to achieve sustainable outcomes for the maintenance of Council's facilities assets. • Actively participate as a team member within the Works Department, fostering collaboration. 	Operate within the prescribed budget, advising forecast variations.
Capital Works Program	<ul style="list-style-type: none"> • Construction of new infrastructure according to the Council's Capital Works Program and/or as directed. 	Undertake required tasks to prescribed standard and timeframes.
Other Municipal Work	<ul style="list-style-type: none"> • Undertake general town maintenance and construction duties during peak operating seasons and Emergency response activities as directed. 	Complete all tasks as directed by a Team Leader or Works Management ensuring required standards are met.
On-call Duty Roster	<ul style="list-style-type: none"> • Participate in the after hours on-call roster. 	Attend to after-hours duties when rostered.
Work Health & Safety	<ul style="list-style-type: none"> • Work in accordance with Workplace Health and Safety (WHS) legislative requirements. • Participate in work health and safety training, essential for enhancing safety awareness and ensuring compliance with established health and safety protocols. • Report incidents and accidents in accordance with established procedures, essential for ensuring workplace safety and facilitating proper documentation. • Participate in Risk Assessment and risk mitigation initiatives, crucial for identifying potential hazards and implementing effective measures to ensure workplace safety. 	<p>Compliance with relevant Workplace Health & Safety legislation and risk management initiatives.</p> <p>WHS training is attended as directed.</p>
Council Policies & Procedures	<ul style="list-style-type: none"> • Adhere to all relevant Council policies and procedures to ensure compliance with specific legislation, essential for maintaining the integrity and safety of Councils operations. 	Compliance with Council's policies and procedures.

Selection Criteria/Person Specification		
QUALIFICATIONS /EXPERIENCE	<ul style="list-style-type: none"> • A trade Certificate in Building as a Carpenter (desirable) • A minimum of 5 years' working experience as a builder or maintenance hand. (desirable) • Proven experience in building maintenance work and site supervision. (desirable) 	

	<ul style="list-style-type: none"> • Experience in organising and supervising other trades. • Able to obtain or currently hold relevant qualifications in Construction Induction (White Card). • Hold or able to obtain a Certificate of Competency in Working at Heights • Hold or able to obtain a Certificate of Competency in Scaffolding •
KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> • Strong time management and prioritisation skills • Good oral communication, negotiation and liaison skills, confident in dealing with the public, trades people, and building professionals. • Ability to interpret drawings and specifications. • Strong ability to learn and carry out duties professionally. • Sound knowledge of occupational health and safety and the ability to plan to minimise risk.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to work effectively in a team environment or independently with minimal supervision. • Must have excellent health and physical capability to perform a range of outdoor duties.
DELEGATIONS & AUTHORITY	<ul style="list-style-type: none"> • Sign purchase orders in accordance with Departmental Budget allocations
JOB REQUIREMENTS	<ul style="list-style-type: none"> • Current driver's licence. • Availability to work outside of normal business hours if required.

By accepting this position, the employee understands their responsibility:

- To keep all information that they are exposed to confidential during and after their period of employment with Break O'Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed
- To not access any information within Council's systems that is not directly relevant to their work

Employee
Signature: _____ Date: ____/____/____

Approved By
Departmental
Manager: _____ Date: ____/____/____

Approval By
General Manager _____ Date: ____/____/____