



Job and Person Specification

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

Position Objective
<p>As a member of Council’s Building Maintenance team, this position assists in the delivery of building projects via the Capital Works Programs, preventative maintenance of Council’s buildings/structures and inspections ensuring they are maintained to Council requirements.</p> <p>The position will require adherence to our organisational values of “Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions.”</p>

Key Result Area	Key Tasks	Performance Indicators
Reactive and Preventative Maintenance	<ul style="list-style-type: none"> Carry out reactive and preventative maintenance tasks as directed by the Works Operations Manager. Assist with the development of and follow/undertake the completion of inspection protocols for Councils Essential Health and Safety Features Monitor and inspect Councils buildings to ensure they are maintained in accordance with Council requirements. Work within an advised budget to obtain sustainable outcomes on Council’s asset maintenance. 	Work is performed when requested and to the required standard
Facilities Maintenance	<ul style="list-style-type: none"> Maintain a clean and tidy work environment (Workshop, onsite and vehicle) Be a proactive team member within the Works Department 	Work is performed when requested and to the required standard
New Infrastructure	<ul style="list-style-type: none"> Construction of building infrastructure including new, upgraded and renewed assets as per Council’s Capital Works Program and other new and or unplanned works as required. 	Work is performed when requested and to the required

	<ul style="list-style-type: none"> Project management including the preparation of project estimates, sourcing of quotations, contractor supervision, budget oversight, quality assurance, filling of project and regulatory documentation, commissioning and progress reporting to management. 	standard
General Maintenance	<ul style="list-style-type: none"> Undertake general town maintenance duties during peak times as directed. 	Work is performed when requested
On Call Duty Roster	<ul style="list-style-type: none"> Participate in the after-hours on call roster as required. 	Attend to after-hours duties when rostered.
Work Health and Safety	<ul style="list-style-type: none"> Work in accordance with WHS legislative requirements at all times including adherence to Codes of Practice applicable to a given task (legislated and unlegislated). Participate in work health and safety training Report incidents and accidents to Work Health & Safety Coordinator Participate in Risk Assessment activities 	<p>Compliance with relevant Workplace Health & Safety legislation</p> <p>WHS training is completed as requested</p>
Legislation and Council Policies	<ul style="list-style-type: none"> Be aware of and demonstrate an understanding of all relevant Council Policies and Procedures Understand the requirements to ensure compliance with any occupational specific legislation 	Compliance with policies, procedures and legislative requirements

Selection Criteria/Person Specification	
QUALIFICATIONS/EXPERIENCE	<ul style="list-style-type: none"> A trade Certificate in Building as a Carpenter (essential) A minimum of 10 years working trade experience as a builder (desirable) or maintenance hand (will be considered); Experience in site supervision and project management/supervision organising other trades Hold or willing to obtain: <ul style="list-style-type: none"> Construction White Card; A Certificate of Competency in Working at Heights; and Certificate of Competency in Scaffolding
KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> Good time management skills Sound level of oral communication, negotiation and liaison skills (cross trades, suppliers, customers, community and all levels of the Council The ability to interpret building plans, drawings and specifications. Have the ability to learn and carry out duties and tasks as

	<p>directed in a professional manner</p> <ul style="list-style-type: none"> • A sound knowledge of occupational health and safety issues and ability to plan work activities to minimise Council’s risk exposure
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Have the ability to work in both a team environment or as an individual with minimal supervision • This position requires the incumbent to have excellent health and be physically capable of carrying out a range of duties in an outdoors environment
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 (medium rigid licence is desirable) • To be available to work outside of normal business hours where required
EEO	<ul style="list-style-type: none"> • Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment

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: ___ / ___ / ___