



POSITION DESCRIPTION FORM

File No: PDF-F0111757

POSITION IDENTIFICATION

Title:	Building Maintenance Officer	Level:	Level 5/6
Service Unit:	Operations – Building Maintenance	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Infrastructure	Date Effective:	1 October 2026
Reporting to:	Coordinator Building Maintenance	Date Last Reviewed:	24 October 2026

PURPOSE OF POSITION

- Procure goods and services from suppliers and contractors for the maintenance of Shire buildings and facilities, in accordance with Council's procurement policy.
- Undertake general maintenance and basic repairs on all Shire buildings, facilities and equipment, ensuring assets are safe, compliant, functional and well presented.
- Support the Coordinator Building Maintenance with delivery of the planned and reactive building maintenance program, including oversight of contractors and after-hours call outs.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

Building Maintenance & Program Delivery

- Undertake general maintenance and basic repairs to all Shire buildings, facilities and equipment and carry out work generated by the Works Request System and Building Asset Management Plans.
- Assist the Coordinator Building Maintenance with the delivery of the annual building maintenance program, including preventative maintenance, reactive maintenance and minor capital improvement works.
- Undertake regular inspections of buildings and facilities, identifying defects and hazards and reporting them to the Coordinator Building Maintenance so works can be prioritised by risk, asset condition and service impact.
- Respond to urgent maintenance issues and service disruptions, including after-hours call outs (if part of the on-call roster), to minimise impact on facility users.

Contractors & Procurement

- Oversee and inspect maintenance and repairs undertaken by contractors on Shire buildings, facilities and equipment, ensuring works are completed to agreed standards, timeframes and service levels.
- Obtain quotations, raise purchase orders and receipt goods and services as required.
- Place orders with suppliers in accordance with Council's procurement policy and the Local Government Act ensuring delivery by due dates.
- Inspect goods received for correct quantity, type and price, and verify invoices and claims for approval and payment.
- Expedite outstanding orders/requests where applicable.

Compliance, Risk & Safety

- Ensure maintenance activities comply with Work Health and Safety requirements, relevant legislation, building codes and standards, and follow safe work practices at all times.
- Check that contractors are inducted and have appropriate safety documentation (e.g. SWMS) before commencing work on Shire sites.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Assist with scheduling and recording statutory inspections, certifications and servicing (e.g. fire equipment, emergency lighting, RCD testing) in accordance with regulatory requirements.
- Report hazards, incidents and near misses promptly and assist with implementing corrective actions.

Customer Service & Stakeholder Engagement

- Respond to maintenance requests and facility issues in a timely and professional manner, in accordance with the Shire's Customer Service Charter.
- Liaise with staff, community facility users, contractors and service providers to coordinate access and minimise disruption from maintenance works.

Records, Assets & Continuous Improvement

- Administer and prepare documentation for all maintenance processes within the building maintenance team, including updating the Works Request System on completion of works.
- Record building condition information and maintenance history to support Asset Management staff and inform Building Asset Management Plans and renewal programs.
- Track costs of maintenance work against allocated budgets and report variances to the Coordinator Building Maintenance.
- Identify and recommend improvements to maintenance systems, processes and service delivery.

Other

- Any other duties as directed by the Coordinator Building Maintenance or Manager Operations.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Contribute to a positive workplace culture and support organisational values and behaviours.
- Support broader infrastructure operations and assist other Operations teams where required.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, contractors, service providers and community facility users.

POSITION DIMENSIONS

Work Location: Dardanup Depot and Eaton Administration Centre as required.

Delegated Authority: As defined by the Chief Executive Officer. Authority to sign purchase orders for supplies and services under delegated authority.

Driving Requirements: Class C - vehicle licence (unrestricted).

EXTENT OF AUTHORITY

This position operates under direction of the Coordinator Building Maintenance within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

Customer Service

- Deliver responsive, internal and external customer-focused services

CORPORATE ACCOUNTABILITIES

- Maintain positive stakeholder relationships

Financial Management

- Use Shire resources efficiently and within budget
- Support accurate recording of costs, orders and invoices

Process & Improvement

- Contribute to continuous improvement and system optimisation
- Maintain accurate, audit-ready records and documentation

People & Culture

- Contribute to team capability and a high-performance culture
- Participate in development and engagement activities

Work Health & Safety

- Ensure compliance with WHS legislation and practices
- Promote a strong safety culture

Governance & Conduct

- Act with integrity and accountability
- Comply with policies, legislation and Code of Conduct
- Demonstrate and promote TRACES values through actions and behaviour.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



SELECTION CRITERIA

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| Essential: | <ol style="list-style-type: none"> 1. Demonstrated experience in building maintenance, facilities management or a related trade, with sound knowledge of building systems and maintenance practices. 2. Experience working with contractors and suppliers, including obtaining quotations and raising purchase orders. 3. Sound knowledge of WHS requirements and safe work practices. 4. Good organisational skills with the ability to work unsupervised, manage competing priorities and meet deadlines. |
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5. Good communication, customer service and computer skills, including use of Microsoft Office and corporate systems.

Desirable:

1. Trade qualification in carpentry, building or related discipline or facilities management qualifications
2. Experience within local government or public sector
3. Knowledge of asset management systems
4. Current Construction Induction (White) Card and First Aid certificate.