



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Building Maintenance Officer

1. **TITLE and POSITION NUMBER:** Building Maintenance Officer (032)
2. **LEVEL:** Level 6/7 as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023)
3. **TERM:** Permanent
4. **DEPARTMENT/SECTION:** Development Services/ Engineering Services from July 2025

5. POSITION OBJECTIVES

The Building Maintenance Officer will primarily be responsible for the carrying out of identified and emergency repairs and maintenance to Shire assets and facilities. However, the position also includes works related to the development of the Shire's Annual Budget, the undertaking of building related data collection, as well as the preparation and creation of asset reports, risk assessments and condition assessments. The building maintenance officer is also responsible for engaging and overseeing the work of contractors carrying out required works, and ensuring these contractors have necessary insurance and qualifications prior to their engagement.

6. KEY DUTIES/RESPONSIBILITIES

Responsibilities

- The co-ordination, completion and organisation of capital, renewal, and maintenance tasks to be carried out on Shire assets and facilities.
- Liaise and engage with contractors to facilitate the completion of works, including site inductions, and verification of insurance and relevant qualifications.
- To ensure that all records and databases relating to Shire assets are compiled and accurately maintained.
- Carry out other duties and tasks as directed by the Executive Managers Engineering and Development Services to an appropriate standard.
- To manage and monitor the progress of building related tasks to ensure completion within approved scope, budget, timeframe and quality.
- Provide and develop accurate financial reporting for budget and asset costing purposes.
- Work closely with the Asset Management Officer to develop/ update Asset Management Plans and collect asset data.
- Provide assistance to staff and management.

Key Duties

Organise, co-ordinate and manage building works:

- Effectively manage and deliver scheduled and reactive building maintenance works and projects.
- Assist in the delivery and management of capital works as directed by Executive Management.
- Develop appropriate specifications and scopes of works to aid in the delivery of building works.
- Monitor progress of building works to ensure their scheduled delivery.

- Investigate, review and prepare reports on various aspects relating to building works, as required.
- Ensure work is conducted in accordance with Shire policies and procedures.
- Ensure budget expenditure is controlled through appropriate financial management.
- Complete regular building inspections to assess building conditions and collect asset data.
- Assist in liaising with contractors regarding their Work Health and Safety responsibilities and help maintain induction compliance through LGIS's DAMSTRA system, obtaining related contractor documentation and ensuring compliance with relevant work procedures and safe work method statements (SWMS).
- Complete site inductions with contractors and ensure compliance regarding job safety analysis and site-specific safe work method statements identifying and controlling hazards.

Manage the asset systems and registers for Shire assets:

- Compile and maintain accurate data on all building assets including technical data such as date of construction, materials, asset types, use purposes, dimensions, and condition.
- Utilise and update existing asset management software and systems to ensure all new and existing building assets are recorded.
- Update building asset registers and components as capital and maintenance work is completed.

Produce and develop financial, renewal, maintenance, and other asset reports:

- Contribute asset management information to the Shire Executive to assist with the development of planned renewal and capital upgrade programs for building related infrastructure.
- Develop scheduled maintenance programs, and then maintain and record updates for building assets and components to facilitate the preparation of the Shire's Annual Budget.
- Identify and develop strategies, processes and data models for the continuous improvement of the Shire's building asset management.
- Aid in the creation and generation of reports of varying nature, including scenario modelling, condition assessments, and basic financial reports.

Carry out audits, inspections, and evaluations of Shire building assets:

- Consult and liaise with lessees, tenants and custodians to identify required works and improvements.
- Conduct and schedule inspections for Shire facilities and residential houses to identify required building works.
- Contribute to the development of the Shire's Annual Budget relating to Building Assets.
- Conduct residential property inspections in consultation with tenants, including first and final inspections.
- Carry out audits and data interrogation as required.

- Provide administrative support relating to building assets to the Shire Executive.
- All other duties as required from time to time.

7. ORGANISATIONAL RELATIONSHIPS

Responsible to: Executive Managers Development and Engineering Services

Supervision of: Nil

Internal and External Liaison:

Internal: Chief Executive Officer
Executive Managers
Shire Staff
Councillors

External: Consultants & Contractors
Community Members and Organisations
Government Agencies
Tenants and Lessees
Industry Professionals
Consultants & Contractors

8. EXTENT OF AUTHORITY

Operates under the direction of the Executive Managers Development and Engineering Services within established guidelines, procedures and policies of Council as well as the statutory provisions of the Local Government Act 1995 and other legislation.

Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

9. SELECTION CRITERIA

Essential

- Experience in oversight of contractors, a trade qualification or a combination of other qualifications and experience resulting in a similar knowledge and skills set.
- Knowledge of building construction practices.
- Ability to liaise with and engage contractors to facilitate completion of works, when required.
- Ability to monitor progress of building related works to ensure their scheduled delivery.
- Highly developed analytical and numeracy skills.
- Well-developed administrative, organisation and time management skills.
- Well-developed interpersonal and networking skills, with demonstrated ability to work as part of a team.
- Current 'C' class driver's license.

Desirable

- Tertiary qualification in construction, project management or similar field or significant relevant experience and on the job training.
- Knowledge of building asset management principles.
- Experience with SynergySoft or other data management software.
- Experience using asset management software.
- Trade experience in the building or construction industry.
- Knowledge of local government tendering and purchasing procedures.
- Working knowledge of a local government and other spheres of government.

10. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination and Drug Test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire’s Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>New Employee</i>	New Employee Signature:	Date:
<i>Current Manager</i>	Manager’s Signature:	Date:
<i>Chief Executive Officer</i>	CEO’s Signature:	Date: