



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Building Maintenance Officer



1. **TITLE:** Building Maintenance Officer
2. **LEVEL:** Level 6 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
5. **POSITION OBJECTIVES**
 - To oversee the carrying out of identified and budgeted building related works as directed by the Executive Manager Development Services.
 - The position is to undertake data collection, preparation and creation of asset reports, risk assessments, condition assessments, review budgets and is responsible for engaging and overseeing the work of contractors carrying out the required works

6. **KEY DUTIES/RESPONSIBILITIES**

Responsibilities

- The co-ordination and organisation of capital, renewal, and maintenance tasks to be carried out by council employed labour or external contractors.
- To ensure that all records and databases on Shire assets are compiled and accurately maintained.
- Carry out other duties and tasks as directed by the Executive Manager of 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 costings.
- Work closely with the Coordinator Asset Management to develop/ update Asset Management Plans and collect asset data.
- Provide assistance to staff and management.

Key Duties

Organise, co-ordinate and manage building project works:

- Effectively manage and oversee delivery of scheduled and reactive building maintenance works and projects.
- Assist in the delivery and management of capital work projects as directed by Executive Management.
- Development of appropriate specifications and scopes of works to aid in the delivery of building works;
- Liaise and engage contractors to facilitate the completion of works.
- Monitor progress of building projects to ensure their scheduled delivery.
- Investigate, review and prepare reports on various aspects relating to building projects, as required.
- Ensure work is conducted in accordance with both Council policies and procedure.
- Ensure budget expenditure is controlled through appropriate financial management.
- 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.

- Completing site inductions with contractors and ensuring compliance regarding job safety analysis and site-specific safe work method statements identifying and controlling hazards.

Manage the asset systems and registers for Council 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 Executive Manager of Development Services to develop planned renewal and capital upgrades for building related infrastructure.
- Develop, maintain and record scheduled maintenance for building assets and components to facilitate the preparation of Council 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 financial reports.

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

- Consultation and liaison with lessees, tenants and custodians to identify required works and improvements.
- Conduct and schedule inspections for Council facilities and residential houses to identify building works and issues and contribute to the preparation of the Shires 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 Executive Manager of Development Services.
- All other duties from time to time as required.

7. ORGANISATIONAL RELATIONSHIPS

Responsible to: Executive Manager Development Services

Supervision of: Nil

Internal and External Liaison:

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

External: Councillors
Community Members and Organisations

Government Agencies
Tenants and Lessees
Industry Professionals
Consultants & Contractors

8. EXTENT OF AUTHORITY

Operates under little supervision. Freedom to act in accordance with established guidelines, procedures and policies of Council as well as the statutory provisions of the Local Government Act 1995 and other legislation. Responsible for accuracy and timeliness of own work.

9. SELECTION CRITERIA

Essential

- Experience in contract management, project management, a trade qualification or a combination of other qualifications and experience resulting in the same knowledge and skills set.
- Knowledge of building construction practices.
- Ability to liaise and engage contractors to facilitate completion of Works.
- Ability to monitor progress of building related projects 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 Synergy or other data management software.
- Experience using AutoCAD or similar CAD software.
- Trades skill experience in 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 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 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>Current Incumbent</i>	Incumbents Signature:	Date:
<i>Current Manager</i>	Managers Signature:	Date:
<i>Chief Executive Officer</i>	CEO's Signature:	Date: