

# APPLICATION PACKAGE

Shire of East Pilbara

## Maintenance Officer – Building & Property

Job code: #226

Permanent, Full Time | Newman | Living Allowance up to \$15K per annum

### New Role! Make it your own!!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to work for a visionary Chief Executive Officer.

Join the journey to creating the incredible as our **Maintenance Officer – Building & Property**. You will provide ongoing maintenance of the Shire's facilities, residential stock and general maintenance of Shire housing and public building infrastructure. This includes maintaining functionality and security integrity to enable the Shire's Facilities to meet regulatory obligations and to manage risk.

#### You will be:

- The holder of a recognised trade certificate and/or have considerable relevant trades/technical experience (eg: plumbing, carpentry or electrical)
- Able to demonstrate well developed time management and work planning skills, including operational and customer problem resolution
- A good oral and written communicator with the ability to interact with the general public
- Able to demonstrate knowledge and appreciation of Work Health & Safety legislation and issues associated with working in an outdoor environment, including industry standards (eg: BCA, Standards Australia and WHS requirements)
- Able to work in a team environment with Shire employees and

other workers

- Knowledgeable and experienced in the practical application of property and facility maintenance practices
- The holder of a minimum current 'C' Class Drivers Licence

#### Remuneration and Benefits Include:

- Base salary between \$65,000.00 and \$74,000.00
- 15.5% Employer Superannuation Contribution
- Annual Uniform Allowance
- Parental Leave, eligibility for Long Service Leave and Professional Development
- 5 weeks Annual Leave plus one Rostered Day Off every 19 working days

#### To Apply

*Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Information Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au).*

**The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.**

#### Closing date:

**Tuesday, 11/10/2022 at 4:00PM.**

For enquiries relating to the application or recruitment process, please contact **People and Culture Business Partner** on (08) 9175 8000 or [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au)

For role specific enquiries, please contact **Vic Etherington – Director Aviation & Regulatory Services** on (08) 9175 8000

[www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)

Shire of **EAST  
Pilbara**  
THE HEART OF THE PILBARA

# POSITION DESCRIPTION

Shire of East Pilbara

## Position Title

Maintenance Officer –  
Building & Property

## Directorate

Aviation &  
Regulatory  
Services

## Reports to

Coordinator Building  
Services

## Position Number

#226

## Position Level

LGIA 4

## Position Summary

In cooperation with the Airport Maintenance Officer, provide ongoing maintenance of the Shire's facilities and residential stock, and in particular, general maintenance of Shire housing and public building infrastructure. This includes maintaining functionality and security integrity to enable the Shire's Facilities to meet regulatory obligations, manage risk, and ensure they are fit-for-purpose. The position will also assist with workload overflow workload from the Airport maintenance portfolio, as directed.

## Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards the achievement of financial efficiencies and quality of service, as directed;
- Proactively report upon, and mitigate, risks.

## Role Accountabilities

### Building/Property Maintenance

- Provide installations, repairs & maintenance of infrastructure assets in line with qualifications & licenses held.
- Conduct and document scheduled serviceability checks and maintenance on Shire buildings/houses, equipment and infrastructure as per approved procedures.
- Regularly monitor and report on cleaning, maintenance and housekeeping of Shire buildings, houses, equipment and grounds.
- Maintain and operate basic services, plant and equipment in a clean and safe manner.
- Provide support to the Building Services and Property Services Coordinators, and support to other Shire of East Pilbara teams and sites as directed, particularly the Airport Maintenance Team.
- Conduct regular hazard identification inspections, and address safety issues to contribute towards safety improvement and practices.
- Implement litter control and the removal/isolation of refuse.
- Ensure correct building maintenance practices are exercised at all times.
- Minor construction and earthmoving work as directed by the Building Services Coordinator—and within qualifications & licenses held.
- Respond to faults, failures and damage reported by Shire staff and the general public and complete repairs or advise a scope of works to be passed on to external contractors.
- Carry out minor maintenance works including,



but not limited to, carpentry, plumbing, globe replacements, painting, graffiti removal, general repair and maintenance duties.

- Monitor minor building maintenance works and small refurbishment projects undertaken by contractors.

#### **Other Duties**

- Assist with workload overflow workload from the Airport maintenance portfolio, as directed
- Establish effective working relationships with team members and apply sound communication skills to resolve issues.
- Effectively manage time and prioritise tasks.
- Perform other duties/projects as directed by the Building Services Coordinator within the scope of this level and in accordance with skills, knowledge and experience.

#### **Selection Criteria**

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

#### **Essential Criteria**

(to be considered for this role you must demonstrate the following skills and experience)

- Demonstrated literacy and numeracy competency, including computerised data input and administration practices
- Recognised trades certificate and/or considerable relevant trades/technical experience eg: plumbing, carpentry, or electrical etc
- Demonstrated knowledge and appreciation of the Occupational Safety and Health legislation and issues working in an outdoor environment, including industry standards, eg BCA, Standards Australia and OHS requirements
- Developed time management and work planning skills, including operational and customer problem resolution
- Good oral and written communication skills

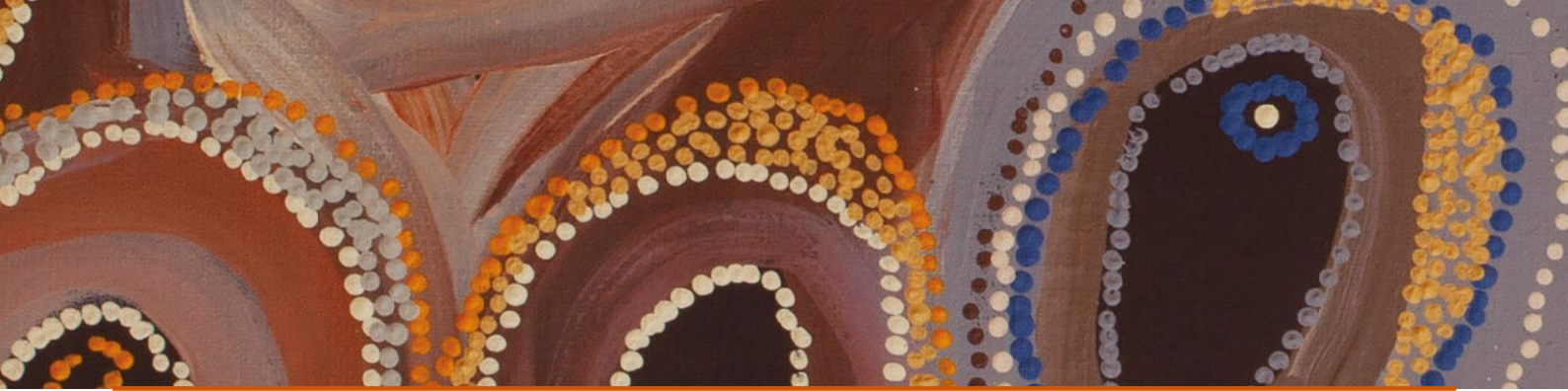
with an ability to interact with the general public

- Ability to work in a team environment with Shire staff, contractors and superiors
- Knowledge and experience in the practical application of property and facility maintenance practices
- Minimum current 'C' Class Driver's Licence (WA)

#### **Desirable Criteria**

- Current 003 First Aid Certificate, reticulation course certificate, horticulture, ChemCert, traffic management and White Card
- Demonstrated knowledge of operation of plant and equipment and various power tools, including trucks, skid steer loader, tractors, slasher and mowers etc and ability to obtain the necessary licences/tickets
- Previous experience in built residential and public infrastructure maintenance within local Government or other similar organisation
- Current 'HR' Class Driver's Licence (WA)
- Exposure to Aviation Industry, including possession of an aviation security card or ability to obtain one
- Appreciation of local community and Shire functions





## Remuneration details

### Award

Employment conditions in accordance with the Local Government Industry Award 2020.

### Cash salary component:

- Cash component between \$65,000.00 - \$74,000.00.
- Living Allowance up to \$15,000 per annum is paid as per the Shire's policy and may be subject to change.
- 20.5% Superannuation includes: 10.5% Superannuation Guarantee plus additional 5% subject to an employee contribution of 5%. The combined total of the Shire of East Pilbara contribution shall not exceed 15.5 % of the specified salary.

### In addition:

- Uniform allowance of \$440 per annum.
- 5 weeks annual leave
- Long Service Leave - Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance - Following twelve (12) completion of service one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.
- Parental Leave cover of eight (8) weeks full pay or sixteen (16) weeks half pay as per the Shire's policy.

### Hours of Work:

- As per the Award provision, ordinary hours of work are 38 hours per week.

### Accommodation:

- Shire accommodation is not provided for this position.

### Other Benefits and services:

- 50% discounts for staff for the use of recreation and aquatic center facilities as per council policy.
- Free health and fitness assessments by qualified staff at the recreation centre.
- Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conferences is also supported.

# INFORMATION FOR APPLICANTS

## Shire of East Pilbara

### Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

### General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

### Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

### Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

### Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

Shire of **EAST**  
**Pilbara**  
THE HEART OF THE PILBARA

### About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.