



Shire of Kulin

Building Maintenance Officer Information Package 2022



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Applications are invited for the position of Building Maintenance Officer with the Shire of Kulin.

The successful applicant will be reporting to the Manager of Works and will carry out day to day duties to ensure that Council property is maintained to a high standard, in a timely manner. The applicant will also be required to operate plant and machinery to complete tasks. Applicants will need to demonstrate a sound knowledge of building and construction practices.

Conditions of employment are in accordance with the Local Government Industry Award 2020.

The successful applicant will be offered a remuneration package between \$90,000 and \$105,000 depending on experience. The package includes superannuation, housing, laptop, limited private use of a Council vehicle and a phone allowance. In addition, the Shire offers generous additional superannuation for longer term employees along with free membership for employees to local recreational clubs and facilities.

Kulin is located three hours southeast of Perth, has a district population of 700 and is well serviced in terms of health care and schooling (to year 10). The amazing recreation facilities, and an energetic community provides the opportunity for active community participation and quality living.

POSITION DESCRIPTION

| | |
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| Position Title | Building Maintenance Officer |
| Award/Agreement | Local Government Industry Award 2020 |
| Classification | Level 6 (depending on qualifications and experience) |
| Status/Hours | Full-time 84 hours per fortnight |

Position Summary

To carry out routine maintenance to Council owned property as required. Generally, this component of work will arise on a day-to-day basis.

To undertake maintenance and renovation and/or refurbishment as directed by the Shire Manager of Works or Works Supervisor.

Participate in the annual inspection of all Council owned property and assess the level of repairs and/or renovations required including preparing budget estimates for this work.

Where the employee is qualified, carry out minor or major building construction work on a project basis or, if unqualified, work with private contractors in the completion of projects.

(Note that building construction is not a requirement of the job, however if the employee is suitably qualified extra incentives may be provided for work undertaken in this area.)

Within Organisation

Liaise with fellow operators, workers and/or contractors to ensure the overall work product of the Shire Works Crew brings credit to the team's efforts. Ensure that the work is conducted in a safe and health-conscious manner that reflect creditably on the organisation.

Operational

| Key Duties |
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| <p>Key roles of the Building Maintenance Officer are:</p> <p>Generally</p> <ul style="list-style-type: none">▪ Attend to the day-to-day maintenance requirements of Council owned property.▪ Carry out routine renovation and repair work to Council's property as directed by the Works Supervisor and Manager of Works.▪ Provide a report and prepare quotes on repairs/renovations for consideration by Councils Housing Committee to develop the annual budget.▪ Provide a monthly report to Council on activities undertaken during the previous month.▪ Prepare estimates and reports for annual budget consideration by Council.▪ Recognise that during quiet periods other work duties may be assigned.▪ Other minor building maintenance and project matters as required from time to time. <p>Equipment Servicing and Maintenance</p> <ul style="list-style-type: none">▪ Undertake daily serviceability checks prior to commencing use of all tools, plant, vehicles and machinery in accordance with Shire operational and Occupational Safety and Health requirements and policies.▪ Maintain high operational standards of cleanliness, including cleaning, painting and presentation etc. Power wash plant/vehicles when required.▪ Ensure that all support tools and equipment like tyre changing equipment, tools, chains, fire extinguishers and first aid equipment is in a serviceable state, ready for immediate use. |

- Report all machine and equipment maintenance issues through the arranged processes for the Works crew. Then, depending on the nature, seriousness and urgency of the matter, be responsible for the follow-up to ensure the item is resolved and recorded.

Occupational Health and Safety

- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control, and conduct accident/incident/near miss investigations and documentation as required within the scope of this position.
- Maintain safe work procedures, combined with Safe Work Methods (SWM's) as required within the scope of work for this position.

Other

- Other special projects and duties as directed.

Performance Indicators

This position is subject to ongoing performance appraisal and supervision via daily crew work and Toolbox meetings with your Manager. A formal review of the duties, position description and ongoing compliance will be assessed every 6 months from appointment. You will be assessed on your performance in:

- Successfully carrying out the duties as described above.
- Continued eligibility to meet the Selection Criteria and Appointment Factors as defined below.
- Your continued capacity to undertake the work without your personal health being affected by work stresses. There must be no evidence of developing personal health issues as a result of unbalanced work requirements and/or work stresses.
- Continued compliance with legislative requirements that apply to this position as an employee of the Shire and the upholding of the Shire of Kulin code of conduct and organisation policies that apply to the position.
- Client feedback and/or formal complaints during the period of review.
- Your capacity to work as a valued team member of the Shire Works Department.

General Responsibilities

Personal Attributes

- Ability to work cohesively and effectively in a team environment, with consideration, respect, integrity and accountability.
- Good interpersonal and presentation skills.
- Ability to lead staff and promote a positive workplace culture.
- Ability to communicate with people of diverse ages and backgrounds.
- Innovative and strategic thinker who can deliver organisational and corporate priorities.
- Political awareness.
- Ability to use initiative and judgement to resolve complex issues.

Knowledge and Skills

| Selection Criteria | |
|-----------------------|--|
| Skills | <ul style="list-style-type: none"> ▪ Highly developed ability to plan works, estimate material requirements and undertake work and present final product to a commendable standard. ▪ Ability to negotiate work requirements with architects, design specialists, builders, contractors, regulatory authorities and day labour in the delivery of the work plan. ▪ Evidence of reporting skills to Council and senior staff. ▪ Evidence of capacity to maintain tools, plant and equipment in a work ready state and serviceable condition. |
| Knowledge | <ul style="list-style-type: none"> ▪ Working knowledge of building and construction practices in a Local Government setting. ▪ Knowledge of building construction and maintenance techniques and other associated requirements. ▪ Knowledge of plant and equipment maintenance requirements. ▪ Developing knowledge of Occupational Safety and Health operations at a Works Crew operational level and underlying legislative requirements. |
| Experience | <ul style="list-style-type: none"> ▪ Experience with Local Government or similar organisations in the Works/Service Department. ▪ Experience in construction and maintenance projects. |
| Desirable | <ul style="list-style-type: none"> ▪ Experience in the operation of other building maintenance tools and equipment, plant, and machinery. ▪ Hands on experience in Local Government. |
| Qualifications | <ul style="list-style-type: none"> ▪ Formal qualifications in the Carpentry or general building maintenance field and/or experience in an equivalent field. ▪ Current C class Drivers Licence ▪ Current First Aid qualifications |
| Other | <ul style="list-style-type: none"> ▪ The employee must provide a sufficient number of their own tools to enable the responsibilities to be carried out. Council will negotiate to assist the employee to provide less frequently used tools if necessary. ▪ A negative drug screen must be provided prior to commencement of employment. ▪ A National Police Clearance must be provided within the first 3 months of appointment. ▪ A clear record must be maintained as pertains to the duties and obligations of the position. ▪ A copy of a current C class (minimum) Drivers Licence is to be provided at interview. ▪ An employment medical must be attended within the first 3 months of appointment, preferably prior to. |

Extent of Authority

- The position operates under the general guidance of the Manager of Works or Works Supervisor.
- Position operates within the confines of Council's Annual Budget, Policy Manual and Strategic Plans, Occupational Safety and Health Act, Regulations and Code of Practice.

Organisational Relationships

| | |
|----------------------|--|
| Position reports to: | Manager of Works |
| Supervision of: | Contracted Workers as appropriate Works employees |
| Internal Liaison: | Staff Council |
| External Liaison: | Public |

Remuneration Package and Terms and Conditions of Employment

Position

The duties of this position are outlined in the Position Description (PD) above. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

Probation

A 3-month probationary period applies. During this time, we will assess your progress and performance in the position. During the probation period you or the employer may end your employment by providing notice in accordance with the Fair Work Act 2009.

Terms and conditions of employment

Unless more generous provisions are provided in this letter, the terms and conditions of your employment will be those set out in the Local Government Industry 2020 (the Award) and applicable legislation. This includes, but is not limited to, the National Employment Standards in the Fair Work Act 2009. Neither the Award nor any applicable legislation are incorporated into your contract of employment.

Hours of employment

Normal working hours are 7:00am to 5:00pm with a half-hour lunch break, and one-hour accumulation for the fortnightly Rostered Day Off (RDO), plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required by the employer.

Remuneration

The Building Maintenance Officer duties as per the position description in the Award describes the role as a Level 6 (this may change depending on qualifications and experience). The position is full time staff role with an indicative remuneration package between \$90,000 and \$105,000 (depending on experience). The package includes superannuation, housing, laptop, limited private use of a Council vehicle and a phone allowance. A more detailed breakdown of the package will be provided after interview stage.

As an added incentive, the Shire of Kulin will also match voluntary employee superannuation contributions up to 8.5% based on length of service.

Shire employees also receive free membership for employees to local recreational clubs and facilities.

Your remuneration will be reviewed annually and may be increased at the employer's discretion.

Leave

You are entitled to leave (e.g. annual, personal, carers, compassionate, parental, and long service leave) in accordance with the Award and the National Employment Standards.

Performance appraisals

The Shire of Kulin has an ongoing Performance Appraisal system. Discussions with your Manager occur regularly throughout a working fortnight and conversations about your performance and duties are usually included; it is the responsibility of all staff to ensure these engagements with the Manager are maintained.

Duties and obligations

You will be required to:

- Perform all duties to the best of your ability at all times.
- Attend work in a state fit for work; including being mentally alert and not under the influence of alcohol and/or drugs (suspension of employment provisions apply).
- Use your best endeavours to always promote and protect the interests of the Shire of Kulin.
- Follow all reasonable and lawful directions given to you by the Shire of Kulin, including complying with Shire policies and procedures as amended from time to time. These policies are not incorporated into your contract of employment.

Termination of employment

Under the Fair Work Act 2009 the employer may terminate your employment at any time by providing you with notice in writing in accordance:

| Length of continuous service with employer | Period of notice |
|---|-------------------------|
| Not more than 1 year | 1 week |
| More than 1 year but less than 3 years | 2 weeks |
| More than 3 years, but less than 5 years | 3 weeks |
| More than 5 years | 4 weeks |

You are entitled to an additional week's notice if you are over 45 years old and have completed at least 2 years of continuous service with the employer on the day the notice of termination is given. If you wish to terminate your employment you are required to provide the employer with prior notice in accordance with the table above.

Submitting Your Application

Statement of Claims Against the Selection Criteria

Your selection for an interview will depend on you demonstrating that you meet the Essential Criteria.

When preparing your statement of claims

- Treat each selection criterion separately. Use each criterion as a heading and provide your statement underneath that heading.
- Provide a brief statement, which relates your experience, skills and knowledge to the particular criterion. The length of your statement for each criterion is dependent on the position you are applying for and your discretion. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.
- Provide details of any activities you have undertaken outside of work which are relevant to the application.

Referees

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case please let us know.

General Application Information

- Applicants should submit typed applications.
- When lodging your application, submit a covering letter, Resume, statement of claims responding to the selection criteria and written references.
- Please only include photocopies of your attachments as the application will not be returned.
- Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.

Delivery of Application

You may email your application.

Mark your application:

"Confidential Application – Building Maintenance Officer"

Attention: CEO – Shire of Kulin

Via Email: dceo@kulin.wa.gov.au

Should you require any further information or assistance please contact:

Judd Hobson

Tel: 08 9880 1204

Email: works@kulin.wa.gov.au

Or

Fiona Murphy

Email: dceo@kulin.wa.gov.au

The Interview

Preparing for the Interview

An interview will be conducted by the CEO and Members of the Shire Executive.

The interview questions will relate to the Selection Criteria for the position and the same questions will be asked of each person interviewed for the position.

To prepare yourself for the questions which may be asked:

- Be aware of what the job involves. This information can be established from the position description
- Focus on the selection criteria and think of examples of situations where you have applied the relevant skills and abilities.
- Focus on the duties and responsibilities of the position and how you would carry them out. Think of any problems you would encounter and how you would resolve them.
- If you have any relevant reports or other work you have which will provide examples of your skills and abilities, you should prepare it for presentation at the interview
- Prepare a few questions that you may wish to ask.

The Selection Interview

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Do not assume that your interviewer knows about your suitability for the position even though you may have worked with them or have had previous experience in the position for which you have applied.
- Take time to answer each question.
- If you do not understand a question, ask for clarification or for the interviewer to repeat the question before providing a reply.
- Give direct answers to questions. Be honest if you do not know the answer to a factual question. Where possible relate your answers to direct experience you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

The interview panel will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

After the Interview

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.

The Shire of Kulin - Overview

The Shire of Kulin is situated in the Central Wheatbelt 280km southeast of Perth. The Shire comprises of four townsites Kulin, Pingaring, Dudinin and Holt Rock. The main industry within the Shire is agriculture with most farmers growing cereal crops and sheep for meat and wool. With a population of approximately 700 people statistically we are a small town however when it comes to spirit this town is far from small.



The community has rallied together over the past few decades and worked together to create and construct community facilities and events which unite and ignite our town. Some of the remarkable achievements which have been realised are the Kulin Bush Races, a community owned and run bank, the Kulin Retirement Homes and the Cultivating Kulin Committee as a fundraising body fundraising for facilities such as the All Ages Precinct.

The town also boasts modern recreational facilities with an extensive aquatic centre which includes the longest slide in regional WA, football & hockey oval, indoor netball & basketball courts, competition sized bowling rink, tennis courts, 18-hole golf course and extensive town park which includes grassed area, shelter & seating, gardens, BBQ facilities, skate park, pump track, basketball court and ninja warrior course.

There are services available in town which include a District High School, medical facilities with visiting doctor, nurses and visiting primary health specialists such as physiotherapist, infant health care, home and community care, Child Care Centre, Community Resource Centre, Visitor's Centre, Caravan Park, Police Station, supermarket, hotel, mechanic, hardware stores, Post Office, Library, beauty therapist and hairdresser.

The Shire itself covers an area of over 4,700km² with a road network of over 1,600km.

Our Shire services the community in several ways including:

- the construction and maintenance of local roads, footpaths & drainage, public buildings and facilities.
- the provision of recreation facilities, such as parks and gardens, sports fields, golf courses, swimming pools, recreation centres, town halls and caravan parks
- the provision and maintenance of community services such as childcare, aged care and accommodation, community care, community transport, emergency services, welfare services
- lobbying and working with State and Federal Government, regional organisations and agencies
- advocating for local needs whilst operating in a regional context, corporate governance to ensure it delivers good decision making, leadership and professional management

For more information on the Shire of Kulin and the Kulin Region please see our website:

www.kulin.wa.gov.au

www.visitkulin.wa.gov.au

