



SHIRE OF THREE SPRINGS

Building Maintenance Officer

INFORMATION FOR CANDIDATES

August 2018

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Shire of Three Springs – Building Maintenance Officer

1. ADVERTISEMENT



BUILDING MAINTENANCE OFFICER

An opportunity exists for an experienced, enthusiastic and self-motivated person to join the works team at the Shire of Three Springs as Building Maintenance Officer.

The position is responsible for the maintenance and upkeep of Council's properties including public facilities such as the Community Hall and other recreation facilities.

The successful applicant will work within budget parameters set for an annual building program and will also assist Council's outside workforce on various tasks from time to time. Any experience in machinery operation would be advantageous.

Knowledge and skills with general building, carpentry and maintenance work is required from applicants for the position and a current "C" and "HR" class Motor Drivers License is essential. Any qualifications or competency certificate from within the building/maintenance industry will be well regarded though not essential.

Salary and industry allowance will be in accordance with the Municipal Employees Award dependant on experience and qualifications and a fortnightly tool allowance will apply if the successful applicant supplies their own tools. Other benefits include superannuation and housing provided at a subsidised rental.

An information package and further information can be obtained from Acting Chief Executive Officer dceo@threesprings.wa.gov.au on 9954 1001 or by downloading from Council's website www.threesprings.wa.gov.au. Applications must address the selection criteria and provide relevant referees.

The Shire of Three Springs is an equal opportunity employer. Closing date for applications is 4.00pm Friday 25th August 2018 2016.

Sylvia Yandle
Chief Executive Officer
PO Box 117 Three Springs 6519
Ph: 9954 1001 Fax: 9954 1183

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2. INFORMATION FOR CANDIDATES

Selection on the Basis of Merit

The Shire of Three Springs is an equal opportunity employer. All applications for a position will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date at which time it will be assessed by a Selection Panel. Selection will be based on which applicant demonstrates the highest merit for the position, their past experience, qualifications and ability to perform the advertised position.

What to include in your application

Your application should include the following information:

- A statement addressing each of the selection criteria
- A copy of your current Resume
- Contact details of two employment referees.

Applications should not be submitted in plastic sleeves, binders or files.

Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

Statement Addressing Selection Criteria

The selection criteria are the most important part of your application. They are the essential skills, knowledge, experience, qualifications and training stated in the position description.

Your application should contain a statement specifically addressing each of the **SELECTION CRITERIA** with examples, which demonstrate how you meet the requirements of each objective.

Resume

You should also attach a copy of your current resume, listing academic achievement, professional training, memberships and relevant employment experience.

Referees

You should include the names and contact details of two referees we can contact to provide information on your past work performance.

One copy only

You should provide us with only one copy of your complete application.

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Late Applications

Ensure your application is received prior to the closing date and time, as late applications will not be considered.

Post Application Process

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised in writing.

Pre-Employment Medical and Police Clearance

The successful applicant will be required to undertake a pre-employment medical examination and provide a current Police Clearance prior to commencement. Council will meet the cost of these two items.

Address for Applications

Applications should be marked CONFIDENTIAL, and addressed to:

Chief Executive Officer

Shire of Three Springs

PO Box 117

THREE SPRINGS WA 6519

Further Information

Should you require further information about the position, please contact the Acting Chief Executive Officer Leah John on 9954 1001 or dceo@threesprings.wa.gov.au.

3. ABOUT THE SHIRE OF THREE SPRINGS

Three Springs is a small country town in the mid west of Western Australia, with a unique mix of grain and grazing, mining and government industries within the Shire. The town is situated 313km north-east of Perth, and encompasses an area of 2,629 sq/km.

The Three Springs community offers all the benefits of country living, and the town provides for a variety of sporting and recreational interests. The local sporting club offers golf, lawn bowls, tennis and squash. There is an Olympic sized swimming pool, football, netball, hockey and badminton courts available at the Shire Hall

The town has a resident Doctor operating from the shires fully equipped Medical Centre plus a state of the art Dental Surgery and local Dentist. There is a small hospital and the main street includes a Pharmacy, Hotel, Supermarket, Butcher, Café, Service Stations and rural suppliers plus other local industries.

With the abundance of gorgeous wildflowers in season, close proximity to the beautiful central coastline, and its idyllic bush setting, Three Springs is enjoyed by both residents and visitors alike. Our Shire is also renowned for a variety of rare flora and one of these species is the Eucalyptus Rhodantha (Rose Mallee). It is also the town and shire emblem.

Pre and Primary Schooling is available at Three Springs with secondary Schooling to year 10 (and year 11 and 12 non TEE) at Carnamah and Morawa. The Three Springs Child Care Centre operates from Monday to Friday.

Offering all the services and amenities that people have come to expect in recent years with high standard medical, educational and recreational facilities the Three Springs community continues to thrive.

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4. REMUNERATION

1. SALARY PACKAGE AND CONDITIONS

Award	Municipal Employees (WA) Award
Level 4	\$1,836.86 per fortnight (over award)
Commencement Date	To be confirmed at offer of employment stage
Hours of Work	7.00 am to 4.00pm (8.5 hours x 8 days). 7.00 am to 3.30pm (8 hours x 1 day) which equates to 76 hours nine day fortnight. 30 minute lunch break each day.
Term	A three month probationary period applies.
Allowances	Industry Allowance \$44.00 per fortnight Tool Allowance (if own tools are provided) of \$36.50 per fortnight
Overtime	To be authorised by the Chief Executive Officer
Superannuation	Council pays compulsory superannuation of 9.5% from 1 July 2014 with a further 3 % Council contribution available subject to a minimum of 5% personal contribution
Annual Leave	Four (4) weeks per annum
Uniforms	Work uniforms will be provided in accordance with Council policy following successful probationary period.
Performance Review	A Staff performance review will be undertaken each year
Housing	Housing may be provided at the subsidised rate of \$80 per week. Council meets the cost of water provided that reasonable garden maintenance is undertaken.
Vehicle	A vehicle suitable for the purposes of Building Maintenance activities is provided.

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5. POSITION DESCRIPTION



1. POSITION IDENTIFICATION

Position Title:	Building Maintenance Officer
Classification:	Full time
Award:	Municipal Employees Award

2. POSITION OBJECTIVES

1. Maintain Council's properties to a high standard of maintenance and upkeep.
2. Monitor the maintenance and upkeep requirements of Council's properties and implement programs and actions to maintain the high standard expected.
3. Liaise with the Chief Executive Officer, Manager of Finance, Environmental Health Officer (Contracted), Works Supervisor and other staff on matters required to maintain the high standards and OHS practices.

3. KEY RESPONSIBILITY AREAS

1. To maintain the Shire Offices including Council Chambers and Reception Room, Recreation Centre, Football Pavilion, Units, Doctor and Dentist Surgery, Sheds, Aged Units, Airstrip and Public Toilets to a high standard of maintenance.
2. To carry out repair duties when required at Shire Employees houses and all other Council properties.
3. To be self motivated and able to work under limited supervision of the Manager of Finance.
4. To assist Council's outside workforce on various jobs (other than Buildings) from time to time.

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5. To carry out all work efficiently and in a professional manner inclusive of implementation of Council's adopted Annual Building Maintenance and Upgrade budget.
6. To contribute positively and productively to a harmonious workplace and to the fulfillment of all duties.
7. To identify and report damage/maintenance requirements to the Manager of Finance.
8. To identify and report any actual or perceived hazards/dangers to the Manager of Finance.

4. ORGANISATIONAL RELATIONSHIPS

Reports to: Manager of Finance

Internal Liaisons: Chief Executive Officer
 Manager of Finance
 Environmental Health Officer (Contracted)
 Works Supervisor
 Other Staff and Employees

External Liaisons: General Public

5. SELECTION CRITERIA

Essential

Sound knowledge of general building, carpentry and maintenance work.

Well skilled in general building, carpentry and maintenance work.

Hold a current "C" and "HR" class Motor Drivers License.

Desirable

Hold an appropriate certificate of competency from within the building/maintenance industry.

6. KNOWLEDGE, SKILLS & EXPERIENCE

Skills:

To be self motivated and able to work unsupervised.

To be able to estimate costs of works, placement of orders.

To program work by priority, and be able to adapt when necessary.

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To adhere to and promote safety in the workplace.

Skilled in general building, Carpentry and maintenance work.

Knowledge:

Sound knowledge of General building, Carpentry and maintenance work.

Basic knowledge in reading and understanding Material Safety Data Sheets.

Experience:

Practical experience within the building/maintenance industry.

Qualifications and/or Training:

Hold a current "C and HR" class Motor Drivers License.

Hold a current certificate of competency from within the building/maintenance industry.

Preferably hold a basic First Aid Certificate.

Police Clearance and Pre Employment Medical will be required to be produced before commencement.

Condition of Employment

I acknowledge acceptance of the above conditions of employment for this position with the Shire of Three Springs.

Name

Sign

Date ____/____/____