



## Position Description

<b>Job Title:</b>	Maintenance Officer
<b>Reporting To:</b>	Executive Manager Infrastructure Services
<b>Remuneration level:</b>	Municipal Employees (Western Australia) Award July 2021 Level 6 Step 1

---

### Position Overview

To assist the Executive Manager Infrastructure Services by maintaining all Shire Property including Municipal Buildings and Shires residential houses, parks, gardens and other facilities around the town of Halls Creek. Facilities and equipment must be kept in good working order, safe, and aesthetically pleasing. This role plays a crucial role in the smooth operation of our organisation by performing preventive maintenance, addressing repairs promptly, and ensuring compliance with safety standards.

### Key duties and responsibilities

- Carry out regular and urgent maintenance of Shire buildings and grounds.
  - Carry out repairs and maintenance tasks as requested
  - Able to carry out and supervise repairs and maintenance tasks, referring only exceptional matters to the Supervisor.
  - Responsible for security and maintenance of tools used on site
  - Assist Town Crew Works Supervisor as required in maintenance of property, parks, gardens and other facilities around the town of Halls Creek, working as part of the Town Crew
  - Ensure engagement between the Community and Health and Regulatory Services staff conforms to the requirements of Aboriginal Culture.
  - To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as soon as practical and delivered to Supervisor and/or HR coordinator immediately
  - Ensure refuse is disposed of in the correct locations.
  - Report on any break in/damage to buildings, fences, machinery.
  - Spray area for weeds as directed.
  - Maintain accurate paper and/or electronic records as directed, particularly in relation to tip users and vehicles.
  - Advise Manager regarding practical problems observed or experienced.
  - All other duties as requested by the Executive Manager Infrastructure Services
-

## Extent of Authority

- Work semi-autonomously and carry out works as requested.
- Work in accordance with direct requests from the Maintenance Administration Officer, Operations Officer and Executive Manager Infrastructure Services.

## Selection Criterion

### *Experience*

- Relevant trade qualification or demonstrated experience in general maintenance, repairs, and asset upkeep.
- Previous experience in a similar maintenance, handyman, or trade role within local government, facilities, or public infrastructure.
- Experience operating and maintaining various hand and power tools, small machinery, and maintenance equipment.

### *Knowledge & Skills:*

- Sound knowledge of building, grounds, and facility maintenance practices.
- Basic understanding of plumbing, carpentry, painting, and general repair work.
- Ability to follow maintenance schedules and undertake preventative maintenance tasks.
- Strong problem-solving skills and ability to assess and complete repairs efficiently.
- Working knowledge of Workplace Health & Safety (WHS) regulations and risk management practices.
- Ability to read and interpret plans, manuals, and technical documents.

### *Licenses & Certifications:*

- Current unrestricted Driver's Licence (C Class minimum, MR/HR desirable).
- White Card (Construction Induction Training).
- First Aid Certificate (or willingness to obtain).
- Working with Children Check or ability to obtain (if required).
- National Police Clearance (or ability to obtain).

### *Desirable*

- Familiarity with local government operations and asset maintenance programs.
- Additional trade qualifications or certifications (e.g., electrical, plumbing, welding, arboriculture).
- Forklift Licence or other relevant machinery operating tickets.
- Previous experience in remote or regional communities.

### *Compliance*

- It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.
- Pre-Employment Medical and Drug Test. It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, which will include a drug test.

## Authorisation

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Signed ..... Date.....

**Susan Leonard**  
**Chief Executive Officer**

I have read and understood the requirements of the position as detailed in this document.

Signed..... Date.....  
Employee