

APPLICATION PACKAGE:

Maintenance and Property Officer (1.0 FTE) OFFICER



The following is the Application Package for the position of MAINTENANCE AND PROPERTY OFFICER (1.0 FTE) at the Shire of Koorda, containing the position description with statement of duties.

Applicants are requested to submit:

COVERING LETTER (of no more than two A4 pages) that outlines why you have an interest in the position and working for the Shire of Koorda; summarises your relevant experience, skills and qualifications and details why you believe you are best suited for the role.

CURRENT RESUME which clearly details your personal and contact details; a summary of your work history beginning with your most recent position and including start and finish dates, your job title, the types of tasks that were required in each job and your key achievements; your education and training achievements; any professional memberships; and any activities that you have undertaken outside of work which are relevant to this position.

REFEREE CONTACT DETAILS providing information and contacts details for three referees including names, relationship to you (i.e. supervisor), work address and daytime telephone numbers. Referees should be contacted for approval before listing them in your application. Please include on your list of referees if you do not wish us to contact current work referees initially.

SUBMITTING YOUR APPLICATION

Applications must be submitted by email to the Chief Executive Officer at ceo@koorda.wa.gov.au with the subject line: Application MAINTENANCE AND PROPERTY OFFICER

CLOSING DATE FOR APPLICATIONS

Applications close 4pm Monday 15 April 2024. It is anticipated that interviews will be held in the following week with the option of in person or via teams.

For any further enquiries, please contact Koorda Shire CEO Zac Donovan via email ceo@koorda.wa.gov.au. Canvassing of elected members or shire staff will terminate the application.

Thank you for your interest in this position at the Shire of Koorda. We look forward to your application.



Maintenance and Property Officer

We are looking for someone who likes a mix of working indoors and outdoors – with experience in administration and managing minor works projects.

A new position of Maintenance and Property Officer has been created at the Shire of Koorda to manage its property assets, including short-term bookings, cleaners and inspections as well as project managing minor works and leading the maintenance and gardening team.

Who we are:

The Koorda Shire is in the north-eastern Wheatbelt about 240km from Perth and half an hour driving from nearby towns. The predominate industry is agriculture (wheat and sheep) and the main town includes a primary school, free-of-charge swimming pool, supermarket, community gym and thriving sports community.

What you get:

The total remuneration package is up to \$85,900.

It comprises a base salary of \$73,100 and superannuation up to 23% with full PPE provided, including clothing and footwear, and \$50 rent assistance.

The position also has the option of a Shire house with rent currently at \$70 per week.

Work hours are 8am to 4.30pm weekdays with 22 days annual leave and a rostered day off every four weeks. Any occasional weekend work will be accumulated and taken as time off in lieu.

If you think that living in a friendly and supportive community and have the mix of skills and experience we are looking for then please have a look at the application package - on the Shire's website at <https://www.koorda.wa.gov.au/council/employment-vacancies.aspx> - which outlines the position and lists the core duties and benefits.

For a confidential discussion or further information please contact Shire CEO Zac Donovan on 9684 1219 during office hours or email ceo@koorda.wa.gov.au.

Your application should include a covering letter, resume detailing your relevant experience, qualifications and skills and contact details of referees.

Applications close on 4pm Monday **15 April, 2024**.

Canvassing of Shire elected members or existing staff will disqualify the application.

POSITION DESCRIPTION



MAINTENANCE AND PROPERTY OFFICER (1.0 FTE)

1 Incumbent

Name:

Date Commenced:

2 Industrial Instrument and Level

Local Government Industry Award, Level 8

3 Position Summary

Manage external building and town maintenance staff to deliver scheduled works programs as developed and manage Shire accommodation and short-term rental premises including coordination of cleaners, bookings and property inspections.

4 Requirement of Position

4.1 Skills and Knowledge (Essential)

- Experience in managing diverse work teams
- Experience in gardening and building maintenance
- Experience in project management
- Experience in property management including property inspections
- Experience in short term property rental management
- Knowledge of contemporary Occupational, Health and Safety practices
- Experience in the use of Microsoft software, in particular Word and Excel
- Experience in a customer service environment
- Highly developed written and numerical skills
- Highly developed verbal and interpersonal skills
- Ability to juggle conflicting priorities and manage deadlines
- Positive attitude and desire to work as part of a team and
- Sound research skills.

4.2 Skills and Knowledge (Desirable)

- Tertiary or certificate qualifications in project management, property management, commerce or similar.

4.3 Qualification, Certificates and Licences (Essential)

- A current 'C' class drivers licence; and
- A current National Police Certificate (required if successful applicant)

5 Security

- All information in the administration office and buildings remains strictly confidential.
- Need to deactivate and reactivate security system (if applicable).

6 Key Duties and Responsibilities

Building and Town Management

- In concert with Works Supervisor develop building and town maintenance schedule of works and define priorities and delivery timeframes.
- Manage building and town maintenance staff to deliver schedule works program within predetermined delivery timeframes.
- Maintain communications with Works Supervisor as to any delays postponements or critical information that would affect delivery of scheduled works program.
- Actively manage occupational health and safety requirements for staff under responsibility including, but not limited to, regular skills and procedure updates and training.
- Maintain currency in occupational health and safety requirements and regulations.
- Provide property management services for the Shire's accommodation assets including, but not limited to, property inspections and coordinating repairs and maintenance as required.
- Manage bookings and delivery of Shire's short-term accommodation assets including, but not limited to, coordination of customer access, timely cleaning and exit inspections to enhance use of facilities.
- Provide monthly report to Works Supervisor updating progress on building and town and maintenance and accommodation services and use including summary of feedback forms from short term stays and information as required.
- Assist Works Supervisor with other duties related to works program as requested.

EDMS System Maintenance

- Maintenance of records in the Shire's electronic data management system (training provided to successful applicant).

General Duties

- Exercise confidentiality in all duties and handle sensitive matters diplomatically as appropriate.
- Assist Works Supervisor with asset and works planning as required.
- Assist with reviewing and updating policies and procedures annually or as necessary to assist in achieving best practice outcomes.
- Support the team by assisting in other service areas when required to assist with workload, provide backup or advice in area of expertise.
- Other duties as directed by the Executive Management Team (within skills, knowledge and experience).
- Ensure all duties are carried out in a professional manner consistent with the Shire's code of conduct, staff policies and procedures.

7. Risk Management and 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 and ensure that OH&S responsibilities are met and promoted by complying with the Shire OH&S policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment.
- Contribute to the development and implementation of Risk Management strategies in accordance with Council Policy and Risk Management Plans to reduce liability in all areas of risk.

8 Organisational Relationships

8.1 Position is responsible to:

- Chief Executive Office – Specific Duties
- Works Supervisor – General Duties

8.2 Position Supervises:

- Building Maintenance staff
- Town Maintenance (gardeners) staff
- Cleaners

9 Extent of Authority

Operates day to day under regular direction of the Works Supervisor with all staff ultimately responsible to the Chief Executive Officer.

CONDITIONS OF EMPLOYMENT

1. Generally, as per Local Government Industry Award – Classification: Level 8
2. Commencing salary \$73,100 base
3. Additional statutory superannuation – currently 11%
4. Additional Shire supported superannuation up to 6% if matched by employee
5. Refund of St John Ambulance subscriptions
6. Additional service pay based on tenure after 12 months as permanent employee
7. 22 days annual leave
8. Work hours 8am to 4.30pm Monday to Friday
9. 1 Rostered Day Off per four weeks of employment
10. Provision of PPE including all external clothing, safety boots, eye and head protection.
11. Recognise that nature of role may require out of hours and weekend work
12. Additional work accumulated at Work Supervisor agreement as Time Off In Lieu.
13. Duties as per Position Description
14. Willingness to be involved in workplace agreement/discussions/resolutions
15. Undergo annual performance reviews
16. Abide by the Staff Code of Conduct, Employee Safety Policies and Procedures and general safe work practices
17. Undergo necessary Medical Examination/Police Clearance if required
18. Satisfactorily complete necessary induction procedures
19. Commitment to always maintain workplace confidentiality.