

# BUILDING MAINTENANCE COORDINATOR

## Position Description

Date last reviewed 17 March 2025



**Shire of Dandaragan**  
**Position Description – Building Maintenance Coordinator**

**JOB SPECIFICATIONS / DUTY STATEMENT**

<b>Position Title</b>	Building Maintenance Coordinator
<b>Tenure</b>	Permanent full time
<b>Primary Place of Employment</b>	Jurien Bay Depot, 21 Carmella Street, Jurien Bay
<b>Award</b>	Level 8 of the Local Government Officers Award Industrial Agreement 2020 (formerly known as the <i>Local Government Industry Award 2020</i> as at 1 January 2023)
<b>Department</b>	Development Services
<b>Accountable to</b>	Manager Planning and Building Services
<b>Accountable for</b>	Contractors / suppliers
<b>Internal Liaison</b>	Chief Executive Officer Executive Management Team Manager Planning and Building Services Manager Environmental Health Development Services Administration Officer Other staff and employees
<b>External Liaison</b>	Consultants Contractors / suppliers Community groups Employees in Shire Housing

**POSITION OBJECTIVE:**

To coordinate the maintenance and upgrade of the Shire’s building assets.

**REQUIREMENTS OF THE POSITION:**

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Highly developed organisational and time management skills.	✓	
Competent verbal and written communication skills.	✓	
Competent public relations and interpersonal skills.	✓	

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Developed technical interpretive and analytical skills	✓	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Developed knowledge of information technology including computer systems and software operations.	✓	
Competent knowledge of administrative procedures.	✓	
Sound knowledge of budget and financial management procedures.	✓	
Competent knowledge of workshop operations.	✓	
Excellent knowledge of practical maintenance works to be carried out on residential and commercial properties.	✓	
Excellent knowledge of Work Health Safety and 'Worksafe' principles.	✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Hands-on experience in building maintenance and minor construction.	✓	
Previous experience with maintaining residential and commercial buildings and premises.		✓
<b>Qualifications and / or Training</b>	<b>Essential</b>	<b>Desirable</b>
C Class driver's licences	✓	
Current Police Clearance	✓	
Qualifications in building maintenance / relevant trade		✓

**KEY DUTIES / RESPONSIBILITIES:**

**General**

- Carry out, or organise for when necessary, maintenance and repairs to all Shire owned commercial properties.
- Carry out, or organise for when necessary, maintenance and repairs to all Shire owned residential properties. Liaise with tenants as to the maintenance occurring.
- Liaise directly with community groups and organisations as to their maintenance requirements and keep them informed as to the progress of these works.
- Liaise with the Manager Planning and Building for a listing of repairs to Shire Buildings and Premises.
- Liaise with the Manager Planning and Building Services to enable issuing of work/purchase orders for the procurement of necessary goods, equipment or contractor services.
- Oversee contractor repairs as needed.

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- Complete timesheet and the allocation of daily works for signing by the Principal Environmental Health Officer.
- Carry out any other duties as assigned by the Principal Environmental Health Officer and Manager Planning and Building Services.
- Assist the Manager Planning and Building Services with the building maintenance budget and the development and effective running of a preventative maintenance schedule.
- Assist the Manager Planning and Building Services with planning the annual maintenance program to ensure all maintenance can be carried out within the time frame in order of urgency.
- Follow safety policy and ensure that a safe working environment is maintained.
- Maintain an asset list of all tools and equipment

**Work Health Safety:**

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for your own safety and health and that of others, in adhering to safe work procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and abide by your duty of care provided for in the legislation.
- Report any injury, hazard, or illness immediate, where practicable to your supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

**EXTENT OF AUTHORITY:**

Operates under the general direction of the and Manager Planning and Building Services in accordance with policies and procedures.

Exercises a significant degree of autonomy and responsible for prioritising own work.

Able to make purchases up to level 4 as per Delegation 1.3.7 Financial Management Systems and Procedures which are relevant to the requirements of operations.

**TRAINING, CONFERENCES, SEMINARS:**

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The Council actively promotes self-improvements within its workforce and membership of appropriate institutes.

Carry out the training relevant to your field.

Attendance at conferences, seminars and workshops is encouraged.

**AWARD:**

General conditions of employment are offered on the basis of the Local Government Industry Award 2020 (formerly known as the Local Government Industry Award 2020 as at 1 January 2023).

**CERTIFICATION**

I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time and it is envisaged that the position may be reviewed in the next 12 months.

Revised by:

\_\_\_\_\_ Signature of Supervisor

\_\_\_\_\_ Signature of Employee

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

***Equal Employment Opportunity and Diversity Position Statement:***

*The Shire will ensure equal employment opportunity for all its employees and applicants for employment.*

*Its commitment is to promote and afford equal treatment and to assure equal employment opportunity to all persons regardless of sex, gender history, marital status, pregnancy, family responsibility, family status, race, political conviction, religious conviction, sexual orientation, age, spent conviction and impairment (unless such impairment prevents the performance of the required functions of the position).*

*The objectives of the Shire are to:*

- *ensure fair treatment and non-discrimination in hiring and employment; and*
- *ensure compliance with State and Federal Acts and Regulations relating to equal employment opportunity and discrimination.*

*This statement applies to every aspect of employment including, but not limited to, recruitment and selection, training and development, promotion, retention and the terms and conditions of employment.*