



Position Description

Building Maintenance Officer

Directorate	Infrastructure & Planning Services
Reports to	Manager Planning & Environment
Position Code	BMO1
Classification	Band 2 Level 1
Status	Permanent (35 hours per week)
Other conditions & benefits	N/A
Pre-employment checks/legislative requirements	Medical Check & Police Check
Location	70 Market Street Balranald, NSW
Date position description approved	28 May 2025

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 an hour's drive from the regional city of Swan Hill and 1¾ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

Primary purpose of the position

Working under limited supervision you will be required to participate either within a team or individually in the operations, maintenance and construction duties associated with Councils Buildings.

Key accountabilities

Duties will include but not be limited to:

1. Undertake repairs, construction and maintenance of Councils building assets in accordance with Council's Service Level documents.
2. Compliance with Manager's instructions.
3. Compliance Service Level document and relevant specifications.
4. Compliance with standard operating procedures.
5. Undertake work with limited supervision.
6. Quality and standard of work performed is assured through the application of quality control techniques.
7. Participate and contribute positively as a team member to achieve the agreed work plans and team objectives.
8. Adopt changes in operating practices to achieve team objectives and identified efficiencies.
9. Work is completed in accordance with plan, budget and schedule.
10. Ensure all plant is operated in the correct manner, maintenance undertaken and logbooks where requested, are correctly completed.
11. Regular maintenance and plant repairs promptly undertaken or advised to Manager.
12. Plant maintained in a neat and tidy condition.
13. Plant used as per manufactures instructions and Council Safe Work Practices.
14. Provide guidance and training to others within the scope of competency and technical expertise.
15. Undertake training and development to ensure high standard of service delivery.
16. Training to support ongoing service requirements is being successfully undertaken.
17. Skills development ensures ability to perform all duties required of the team
18. Apply quality control techniques, specifically WH&S and other Council policies and procedures
19. Work environments are clean and safe
20. Compliance with Council's WHS requirements, all non-compliance reported to Manager.
21. Administration of safety practices as necessary.
22. Compliance with all relevant Council policies.
23. Undertake work in other departments / teams as directed performing work of equal value to facilitate the achievement of Council's objectives.

Key challenges & complexities

1. Manage and monitor achievement of outcomes and projects, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements.
2. Ensure the General Manager and Directors are informed of any issue which may affect the community and/or service delivery.

Key relationships

Internal	Why
Employees, Coordinators, Directors	The position is required to provide decisions which typically span across the whole organisation.
External	Why
Residents and ratepayers, Government Agencies	The position contributes to the organisation's overall direction and has significant influence on the areas overseen. The position provides a critical service function on behalf of Council.

Autonomy and Decision Making

The role requires the employee to deliver advice and service on behalf of Council as well as assisting and working with other staff. Judgement and independent research may be required, when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with the relevant Manager/Director.

Code of Conduct, Policies, Protocols and Procedures

All employees are to adhere to Council's Code of Conduct, Policies and Procedures at all times.

Fraud and Corruption Prevention

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

WHS & Risk Responsibilities

- Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
- Maintain a safe work environment in accordance with Balranald Shire Council's Workplace, Health and Safety Policies and Procedures.
- Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
- Actively participate in the rehabilitation of employees injured at work.
- Participate in mandatory Health and Safety training sessions.
- Identify, analyse and treat hazards in the workplace.
- Be responsible and accountable for taking practical steps to minimise Council's exposure to risk in so far as it reasonably practicable.
- Understand and adhere to the principles of Risk Management relevant to the job role.
- Provide input into various risk management activities.
- Report all emerging risks, issues and incidents.

Selection Criteria

Essential Experience & Qualifications

1. Trade certificate or equivalent or completion of TAFE or industry-based training courses or adequate on the job training.
2. A current driver's licence with a Heavy rigid truck licence.
3. Certificate in traffic control and chainsaw operation.
4. Certificate in traffic management
5. Excellent time management and organisational skills.
6. Demonstrated problem solving abilities.
7. Strong attention to detail.
8. Self-motivated and able to work independently.

Desirable Requirements

1. Trade or equivalent certificate qualification in a relevant building field.
2. Demonstrated trade skills in the maintenance and construction of buildings.
3. Effective written and verbal communication skills.
4. Demonstrated experience in operating in a team environment, in particular sharing workloads and supporting colleagues in a positive manner.
5. Demonstrated ability to impart knowledge and skills to others.
6. Basic computer skills
7. Well-developed time management and daily planning skills.
8. Willingness to undertake further training and development as required.

Acceptance of Position

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:





Attachments:

- Local Government Capability Framework

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> Is flexible, showing initiative and responding quickly to change Accepts changed priorities and decisions and works to make the most of them Gives frank and honest feedback / advice Listens when challenged and seeks to understand criticisms before responding Raises and works through challenging issues and seeks alternatives Stays calm and acts constructively under pressure and in difficult situations
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> Identifies and responds quickly to customer needs Demonstrates a thorough knowledge of services provided Puts the customer and community at the heart of work activities Takes responsibility for resolving customer issues and needs
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Consults on and delivers team/unit goals and plans, with clear performance measures Takes into account organisational objectives when setting and reviewing team priorities and projects Scopes and manages projects effectively, including budgets, resources and timelines Manages risks effectively, minimising the impacts of variances from project plans Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> Uses a variety of work tools and resources to enhance work products and expand own skill set Ensures others understand their obligations to use and maintain work tools and equipment appropriately Contributes to the allocation of work tools and resources to optimise team outcomes