

# Building Maintenance Labourer Application Package 2024

## EMPLOYMENT OPPORTUNITY

### Building Maintenance Labourer

- **Excellent work-life balance, working 9 days a fortnight.**
- **Attractive remuneration of \$29.436 per hour (this includes the base hourly rate of \$24.53, plus the Shire's 20% over Award payment).**
- **Industry allowance.**
- **Generous superannuation contributions.**
- **On the job training opportunities.**

#### The opportunity

The Shire of Bruce Rock is seeking a suitably experienced person to take on the role of Building Maintenance Labourer with our Building Crew. Ideally, the applicant will be a self-motivated person who can assist the Building Maintenance Officer in maintaining the Shire's assets, including building maintenance and repairs.

#### Required knowledge and skills

The position is based in Bruce Rock and requires a sound working knowledge of basic building maintenance and other associated duties.

#### Employment conditions

- Permanent appointment upon completion of a three-month probation period.
- Conditions in accordance with the Municipal Employees (Western Australia) Award, Level 4 (\$24.53 per hour), plus 20% over Award allowance.
- Industry allowance.
- Generous superannuation options (11% on commencement, plus employee contributions matched by the Shire up to 6%).
- One Rostered Day Off per fortnight.

#### How to apply

Please provide a written application including a covering letter outlining your suitability for the role, plus a CV detailing your work history and providing two recent work-related referees. Please mark your application as follows: "Building Maintenance Labourer".

You can post, personally deliver or email your application to:

*Post*

Shire of Bruce Rock  
PO Box 113  
BRUCE ROCK WA 6418

*In person*

Shire of Bruce Rock  
54 Johnson Street  
BRUCE ROCK WA 6418

*Email*

[shenae.negri@brucerock.wa.gov.au](mailto:shenae.negri@brucerock.wa.gov.au)

**Applications close at 4.00pm on Friday, 10 May 2024.**

#### Application package and more information

An application package and more information can be obtained at the Shire's website ([www.brucerock.wa.gov.au](http://www.brucerock.wa.gov.au)) or by contacting Shenae Negri (on 9061 1377 or [shenae.negri@brucerock.wa.gov.au](mailto:shenae.negri@brucerock.wa.gov.au)).

## POSITION DESCRIPTION

<b>Position Title</b>	Building Maintenance - Labourer
<b>Department</b>	Building Services
<b>Award/Agreement</b>	Municipal Employees (Western Australia) Award 2021
<b>Classification</b>	Level 4
<b>Status/Hours</b>	Full Time

### Position Objective

To assist in the maintenance and repairs of the Shire's assets, including buildings, furniture and associated infrastructure.

### Key Responsibilities and Duties

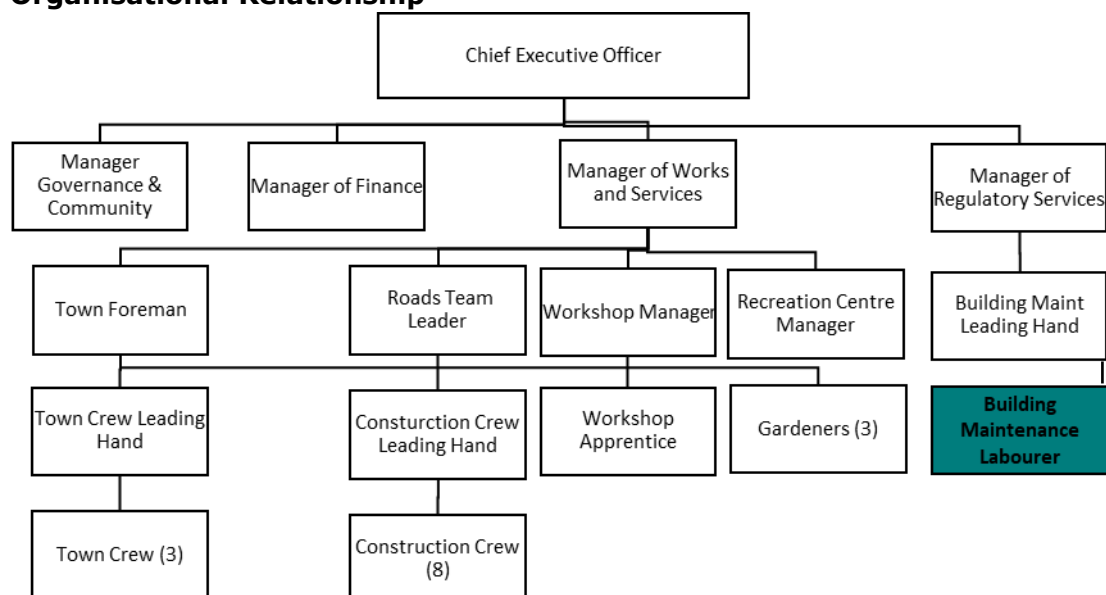
Key Areas of Accountability	
<b>Building Maintenance and Repairs</b>	<ul style="list-style-type: none"> <li>Assist in all aspects of maintenance and repairs of the Shire's building assets in line with the annual Building Maintenance Plan, and as directed from time to time to achieve this.</li> <li>Assist in undertaking repairs to the Shire's assets including, but not limited to, public buildings, Shire-owned housing, shade structures, playground equipment, parks, Kwolyin caravan and camping park, and Kokerbin picnic area and outbuildings.</li> <li>Cleaning out to ensure proper function of gutters, downpipes and drainage pipes, and other annual routine maintenance to assist in the preservation of the Shire's assets.</li> <li>Minor patching and painting on Shire buildings and houses.</li> <li>Assist in the removal and installation of equipment to the Shire's buildings, public parks, gardens and local government infrastructure, as requested.</li> <li>Assist in basic plumbing repairs that do not require a qualified plumber.</li> <li>Assist the Building Maintenance Leading Hand in responding to Works Request forms for reported repair requests.</li> <li>In the absence of the Building Maintenance Leading Hand, undertake a monthly inspection and testing of aerodrome lighting and backup power supply, and to ensure this is done two weeks before the Easter and Christmas periods. Inspect Shire owned aerodrome buildings, structures and hangar.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>In the absence of the Building Maintenance Leading Hand, keep the Manager of Regulatory Services reasonably informed of works, progress and operational matters.</li> <li>Work under limited supervision, either individually or in a team environment.</li> <li>Report, within a reasonable time, defects, loss or damage to tools, equipment or vehicles.</li> <li>Responsible for materials, tools and equipment, vehicles and plant under the employee's use and control.</li> <li>Responsible for the quality and standard of work performed.</li> <li>Assist other members of the workforce in carrying out their duties</li> </ul>

	<p>when directed by the Manager of Regulatory Services or, in their absence, the Chief Executive Officer, Manager of Governance and Community Services or Manager of Works &amp; Services.</p> <ul style="list-style-type: none"> <li>• Undertake training when required to perform duties, or as necessary and stipulated by the Manager of Regulatory Services.</li> <li>• As requested by the Senior Finance Officer or Manager of Regulatory Services, inspect damaged rubbish and recycling bins, take photographs of damage and serial numbers and report back this information to the Senior Finance Officer or Manager of Regulatory Services, as required.</li> <li>• At the direction of the Senior Finance Officer or Manager of Regulatory Services, remove damaged rubbish and/or recycling bins and dispose of or recycle for parts. Replace the rubbish bin with a new or second-hand one. Supply serial numbers of replacement bins to the Senior Finance Officer or the Manager of Regulatory Services.</li> </ul>
<b>Work Health and Safety and Risk Management</b>	<ul style="list-style-type: none"> <li>• Demonstrate a strong commitment to Work Health and Safety, including risk management.</li> <li>• Must take all reasonable care in the performance of duties to prevent injury to self and others.</li> <li>• Report any risk, accident or incident promptly.</li> </ul>

### Position Requirements

<b>Skills</b>	<b>Knowledge</b>	<b>Experience/Qualifications</b>
Ability to use power and hand tools in the correct and safe manner.	A developing knowledge of building maintenance techniques.	Experience in one or more of the areas of building maintenance.
Ability to carry out routine vehicle and tool maintenance.	Sound knowledge of safe operation procedures and user maintenance of tools and equipment.	Hold a certificate in any building maintenance, trade or relevant area.
Ability to work at various heights.	Knowledge of safe work practices related to construction and maintenance projects.	Experience in safe work practices in the operation of plant and equipment.
Ability to read and follow instruction and assembly manuals.		Hold current Western Australian unrestricted C class motor vehicle drivers licence.
Ability to perform heavy manual work.		First Aid Certificate (desirable, training can be provided).
Good communication skills.		Working at Heights Certificate (training can be provided).

## Organisational Relationship



Responsible to	Responsible For
Manager of Regulatory Services	
Building Maintenance Leading Hand	

### Internal/External Liaison

Internal	External
Chief Executive Officer	Contractors
Manager of Regulatory Services	Residents/Ratepayers
Manager of Works and Services	Building Occupiers and Users
Other Staff	

### Extent of Authority

Works under general supervision of the Manager of Regulatory Services and the Building Maintenance Leading Hand.

### Selection Criteria

	Essential	Desirable
<b>Skills</b>		
Ability to use power and hand tools.	✓	
Ability to carry out routine vehicle and tool maintenance.	✓	
Ability to read and interpret instruction and assembly manuals.	✓	
Ability to work at various heights.	✓	
Ability to perform heavy manual work.	✓	
Good communication skills.	✓	
<b>Knowledge</b>		
A developing knowledge of building maintenance techniques.	✓	
Sound knowledge of safe operation procedures and user maintenance of tools and equipment.	✓	
Knowledge of safe work practices related to construction and maintenance projects.	✓	
<b>Experience/Qualifications</b>		
Experience in one or more of the areas of building maintenance.		✓
Hold a certificate in any building maintenance, trade or relevant area.		✓
Experience in safe work practices in the operation of plant and equipment.	✓	
Hold current Western Australian unrestricted C class motor vehicle driver's licence.	✓	
First Aid Certificate (training can be provided).		✓
Working at Heights Certificate (training can be provided).	✓	

## **PREPARING YOUR APPLICATION**

When preparing your application (covering letter and CV):

- consider the position requirements for the role, which are listed in the Position Description in this information pack;
- think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements; and
- provide those examples in your application.

## **REFEREES**

You are required to nominate two work referees in your application. These referees should be able to comment on your work experience, skills and knowledge.

## **PREPARING FOR THE INTERVIEW**

If you are invited to attend an interview, there is no need to hire or buy special clothes for it. Dress as you would usually do for work.

The interview questions will relate to the position requirements in the Position Description. Before you attend the interview, you may want to think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements.

## **AFTER THE INTERVIEW**

You will be notified of the outcome of your application. If you are advised that your application was unsuccessful, you are encouraged to seek feedback.

If your application is successful, you will be required to undergo a pre-employment medical examination and to provide a current police clearance. The Shire will cover the costs of the medical examination and the police clearance.

## **CANVASSING OF COUNCILLORS**

Canvassing of elected members is prohibited, and any applicant known to have done so may be disqualified.

## THE ORGANISATION

The Shire of Bruce Rock is a Local Government organisation governed by an elected Council, consisting of 9 Councillors including the Shire President. The Council currently meets on the third Thursday of every month, with meetings commencing at 3.00pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 49 staff, including administrative and external officers as shown in the table below. Additional external contractors and services include rubbish collection and Ranger Services.



## THE STAFF

Chief Executive Officer (CEO)  
Manager of Governance and Community  
Manager of Finance  
Manager of Works and Services  
Manager of Regulatory Services  
Executive Services Manager (part-time)  
Community Development Officer (part-time)  
Senior Finance Officer  
Administration Staff  
Roads Supervisor  
Town Supervisor  
Depot Manager / Plant Mechanic  
Town Maintenance  
Outside Workforce  
Gardeners  
Cleaning Staff  
Aquatic Centre Manager  
Recreation Centre Manager  
Building Staff  
Medical Centre Staff

## **PHYSICAL CHARACTERISTICS**

### **Location**

The Shire of Bruce Rock is situated in the Western Australian Central Wheatbelt 245km east of Perth, and includes 3 satellite town sites: Shackleton, Babakin & Ardath, and the Kwolyin locality.

### **Population**

The permanent population of Bruce Rock townsite is approximately 700.  
The permanent population of the Shire of Bruce Rock is approximately 1100.

### **Area**

The Shire has a total area of 2,772 km<sup>2</sup> consisting of agricultural land and some nature reserves.

### **Soil Types**

Good fertile soil suitable for agriculture.

## **HISTORY**

### **The First Settlers**

The first settlers were sandalwood cutters who set up camps in the 1860's, and were closely followed by pastoralists. The land's potential for agriculture was realised and was surveyed for selection in the early 1900's.

### **Railway**

The official opening of the railway from Quairading to Nunagin (later renamed Bruce Rock) was on 29 March 1913 and was linked to Merredin on the 22 December 1913.

### **Townsite**

The town was gazetted as Bruce Rock in June 1913.

## **PHYSICAL INFRASTRUCTURE**

### **Roads**

Total Length in the district	1,258 km
Main roads	72 km
Sealed local	425 km
Unsealed local roads	761 km

## **PUBLIC UTILITIES**

### **Water**

Water Corporation

### **Sewerage**

Leach and Septic Individual Systems. A STED Scheme is currently being constructed for the Bruce Rock townsite.

### **Electricity**

Electricity is supplied by the Western Power electricity grid.

### **Telephone**

Telstra services the entire Shire district. The Shire has a good Next G Mobile telephone service operated by Telstra with a base station at Yarding and a repeater in Bruce Rock.



## **BUSINESS AND INDUSTRY**

### **Rural**

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs.

Expanding pulses, lupins, coarse grains, eucalyptus oil mallees and sandalwood.

### **Support Industries**

Metal fabrication, light industrial, agricultural agencies and transport operations.

### **Essential Services**

Supermarket

Chemist

Post Office

Café

Roadhouse

Two hotels/pubs

District Club

Hairdresser

Agricultural Suppliers

Hardware

Second Hand Shop

Craft Shop

Community Resource Centre

Mechanic

Auto Electrician Tyres



## **COMMUNITY SERVICES**

### **Health**

20 bed Hospital

Medical Centre

Full time resident Doctor

Full Time Dentist

Visiting Allies and Specialist Health Services

### **Emergency Services**

Police Station

St Johns Ambulance

Volunteer Emergency Services

Bush Fire Brigades

### **Education and Training**

Bruce Rock District High School caters for students from Kindergarten through to Year 10. A daily school bus takes students to Merredin for years 11 and 12.

Daycare is conveniently located close to the school and operates weekdays, 8:30am to 5:30pm.

There is also a Playgroup that meets weekly.

### **The Town and District Halls**

Halls have been built at Bruce Rock, Babakin and Shackleton.

## Recreation Centre and Facilities

Completed in April 2012, the new recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, synthetic hockey turf, netball, tennis and squash.

A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The shire also consists of 2 golf clubs, one 2km's from Bruce Rock and the other at Ardath as well as a tennis club at Ardath and a bowling club in Shackleton.



## Other Services

Bruce Rock Craft Shop with accommodation for workshops, exhibitions and an artist in residence. A recently constructed Men's Shed provides a great place for local men to meet and carry out hobbies.

## Bruce Rock Federation Amphitheatre

Officially opened on October 2001, the Amphitheatre seats up to 1200 people. Designed and built by the local community, it is the host for many get-togethers and community events including the annual Vietnam Veterans Reunion and many other shows, concerts and community initiatives.

## Bruce Rock Remembrance Park

Officially opened on the 6th November 2021, this park pays tribute to the men and women who served and continue to serve Australia in military conflicts and peacekeeping operations across the globe.

The Park features 11 specific memorials accompanied by information boards outlining the story and meaning behind each memorial. There are also eight sculptures and artworks featured throughout the park.



All of this is set amongst gardens, walk paths, seating, and a gazebo in the centre for people to rest, reflect, and remember those we loved and those who paid the ultimate price to defend our freedom and our way of life.

## **TOURISM**

### **Granite Way**

Tourist drive including free camping at Kwolyin and day facilities at Kokerbin Rock.

### **Museums**

Bruce Rock Museum, which depicts the development of the Shire and incorporates a settler's cottage, blacksmith shop and a one-teacher school. A machinery museum across the road also houses vintage vehicles and machinery used in the Shire.



### **Wildflowers**

During the months of July, August & September there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire which are ideal picnic areas with walk trails.

### **Other Places of Interest**

- Mosaic Pathway & Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank
- Bruce's Rock
- Kumminin Rock



### **Accommodation**

Bruce Rock Hotel Motel, Bruce Rock Roadhouse, Bruce Rock Chalet, Bruce Rock Caravan Park, Ardath Hotel.

### **Other Information**

Should you wish to obtain additional information on the Shire and services available you may contact the Shire office on 9061 1377.