



Building Maintenance Labourer
Application Package 2026

EMPLOYMENT OPPORTUNITY

Building Maintenance Labourer



- **Excellent work-life balance, working 9 days a fortnight.**
- **Attractive annual remuneration ranging from \$70,245.61 to \$72,902.78, including the Shire's 20% over Award allowance.**
- **Industry allowance.**
- **Generous superannuation contributions.**
- **On the job training opportunities.**

The Opportunity

The Shire of Bruce Rock is looking for a motivated and reliable person to join our Building Maintenance team as a Building Maintenance Labourer. This is a hands-on, physical role helping with general maintenance and repairs across Shire buildings, parks and facilities. You'll work with a small crew, pick up new skills on the job, and help keep community assets safe and well maintained.

The ideal applicant will be practical, willing to learn, and able to work effectively as part of a small team or independently.

While experience is desirable, consideration will also be given to applicants with limited experience who demonstrate a strong work ethic and a willingness to learn.

Required Knowledge and Skills

- Strong work ethics;
- Commitment to a safe working environment;
- Excellent communication skills; and
- WA C Class driver's licence.

Employment conditions

- Permanent appointment upon completion of a three-month probation period.
- Conditions in accordance with the Municipal Employees (Western Australia) Award, between level 3 to level 4 (depending on experience), plus 20% over Award allowance.
- Industry allowance.
- Generous superannuation options (12% on commencement, plus employee contributions matched by the Shire up to 5%).
- 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

Recruitment will remain open until a suitable candidate is found.

Application package and more information

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

POSITION DESCRIPTION

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

Position Objective

To work as part of a small Building Maintenance team, carrying out hands-on maintenance and repair work across Shire assets to help keep buildings and facilities safe, functional and well maintained with opportunities to learn new skills and gain hands-on experience across a range of Shire assets.

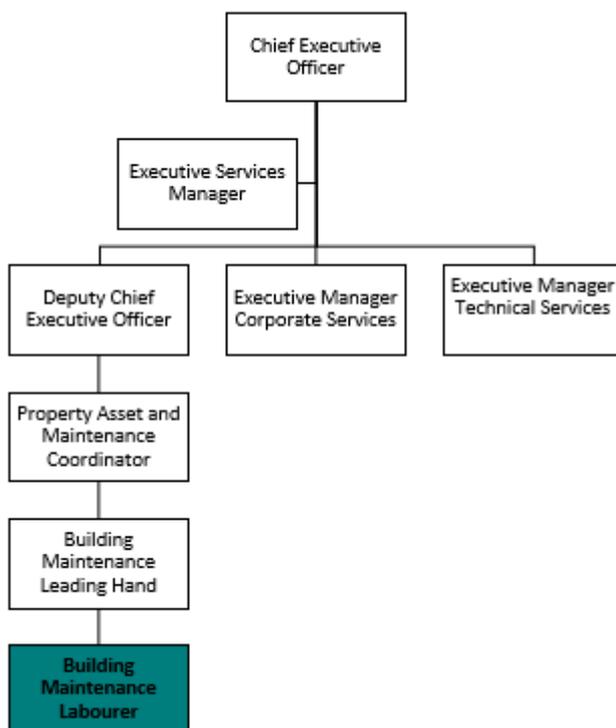
Key Responsibilities and Duties

Key Areas of Accountability	
Building Maintenance and Repairs	<ul style="list-style-type: none"> Assist with general building maintenance and labouring tasks across Shire buildings and facilities. Support routine maintenance and minor repairs at Shire assets, including public buildings, Shire-owned housing, parks, playgrounds, shade structures, caravan and camping facilities, and associated outbuildings. Carry out basic maintenance tasks such as cleaning gutters, downpipes and drainage systems. Assist with minor patching, painting and basic building repairs. Assist with the installation, removal and relocation of equipment, fixtures and fittings across Shire buildings and public areas. Assist with basic plumbing and maintenance tasks that do not require a licensed trade. Respond to works requests and support the Building Maintenance team with day-to-day maintenance activities. In the absence of the Building Maintenance Leading Hand, assist with scheduled inspections of aerodrome lighting, backup power supply and Shire-owned aerodrome buildings, as directed.
Other	<ul style="list-style-type: none"> In the absence of the Building Maintenance Leading Hand, keep the Property Assets and Maintenance Coordinator informed of work progress and any operational issues. Ability to work independently and as part of a small team. Report any defects, damage or loss to tools, equipment or vehicles within a reasonable timeframe. Take care of tools, equipment, vehicles and plant used as part of the role. Carry out work to an acceptable standard and take responsibility for the quality of tasks completed. Assist other Shire staff with their duties when directed by the Property Assets and Maintenance Coordinator or other senior staff. Participate in training as required to safely and effectively perform duties. Inspect, remove and replace damaged rubbish and recycling bins as directed, including photographing damage, recording and

	reporting serial numbers, and arranging disposal or recycling as required.
Work Health and Safety and Risk Management	<ul style="list-style-type: none"> • Demonstrate a strong commitment to Work Health and Safety and safe work practices. • Take reasonable care to prevent injury to yourself and others while performing duties. • Promptly report any hazards, risks, accidents or incidents.

Position Requirements	
Essential	<ul style="list-style-type: none"> • Ability to safely use hand and power tools • Ability to carry out basic maintenance tasks • Ability to undertake physical and manual labour duties • Understanding of safe work practices and Work Health and Safety requirements • Ability to work at heights • Ability to read and follow instructions and manuals • Good verbal and written communication skills • Ability to work in a team or independently • Current Western Australian unrestricted C class driver's licence
Desirable	<ul style="list-style-type: none"> • Experience in building maintenance, labouring or a related field • Certificate or training in building maintenance, a trade or related area • Experience operating and maintaining tools, plant or equipment • First Aid Certificate (training can be provided) • Working at Heights Certificate (training can be provided)

Organisational Relationship



Responsible to	Responsible For
Property Assets and Maintenance Coordinator	
Building Maintenance Leading Hand	

Internal/External Liaison

Internal	External
Chief Executive Officer	Contractors
Deputy Chief Executive Officer	Building occupants and users
Manager of Works and Services	Community members and ratepayers
Other Shire staff	

Extent of Authority

Authority to act in accordance with the Local Government Act, the Shire of Bruce Rock's Code of Conduct, Shire policies and procedures appropriate to the position and under the direction of the Property Assets and Maintenance Coordinator and the Building Maintenance Leading Hand.

Selection Criteria	Essential	Desirable
Essential Criteria		
Ability to safely use hand and power tools	✓	
Ability to carry out basic maintenance tasks.	✓	
Ability to undertake physical and manual labour duties.	✓	
Understanding of safe work practices and Work Health and Safety requirements	✓	
Ability to work at heights	✓	
Ability to read and follow instructions and manuals	✓	
Good verbal and written communication skills	✓	
Ability to work in a team or independently	✓	
Current Western Australian unrestricted C class driver's licence	✓	
Desirable Criteria		
Experience in building maintenance, labouring or a related field		✓
Certificate or training in building maintenance, a trade or related area		✓
Knowledge of safe work practices related to construction and maintenance projects.		✓
Experience operating and maintaining tools, plant or equipment		✓
First Aid Certificate (training can be provided)		✓
Working at Heights Certificate (training can be provided)		✓

CONDITIONS OF EMPLOYMENT

1. Standard Hours of Work

Ordinary hours are from 7.00am to 4.00pm with half an hour break for lunch. You will accrue one Rostered Day Off per fortnight worked, to be taken at your discretion in consultation with your manager.

2. Annual Leave

Four weeks pro rata annual leave after twelve months of service, including 17.5% leave loading.

3. Superannuation

The superannuation payable at the commencement of the contract will be 12% of the ordinary time earnings. The Shire will make a matching co-contribution towards any superannuation payment made by the officer before tax, up to a maximum amount of 5% of their salary.

4. Public Holidays

In addition to the normal public holidays, two (2) days of paid leave are available in lieu of the day after New Year's Day and Easter Tuesday.

5. Personal Leave

Sick, carer's and bereavement leave are available, as per National Employment Standards.

6. Long Service Leave

13 weeks pro rata after ten years of continuous Local Government Service, transferable between local authorities within Western Australia.

7. Uniform

A uniform allowance will be allocated annually. This allowance is to be used to purchase a uniform from Council's uniform supplier.

8. Professional Development

Provision is available for the officer to participate in relevant training and attend relevant conferences, as approved by management.

9. Medical Examination

The Officer will be required, as a condition of appointment, to have a Pre-Employment Medical Examination by a Medical Practitioner prior to appointment being offered. The Shire will bear the full cost of Pre-Employment Medical Examination. A copy of the medical examination report will be retained in the employee's personal file and made available for the employee.

10. Police Clearance

The Officer will be required, as a condition of employment, to provide a current Police Clearance at the Shire's expense.

11. Alcohol and Drug Testing

The Shire undertakes random testing of all employees for alcohol and drugs. If employed by the Shire, you may be required to take a test under the Shire's drug and alcohol policy.

12. Probationary Period

A probationary period is applicable to this position, and will be discussed at the time of offer of the position to the successful applicant. At the completion of this period, your position of permanency will be approved or declined by the Chief Executive Officer.

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 (2) 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 seven (7) Councillors including the Shire President. The Council currently meets on the fourth Thursday of every month, with meetings commencing from 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	1
Deputy Chief Executive Officer	1
Executive Manager Corporate Services	1
Executive Manager Technical Services	1
Manager of Works and Services	1
Corporate Services Manager	1
Executive Services Manager	1
Aquatic Centre Manager	1
Medical Centre Manager	1
Recreation Centre Manager	1
Workshop Manager	1
Town Supervisor	1
Assets and Property Coordinator	1
Corporate Services Support Officer	1
Senior Administration Officer	1
Customer Service Officer	1
Finance Officer	3
Medical Receptionist	2
Aquatic Centre Relief	4
Building Maintenance	2
Civil Works	7
Town Crew	4
Parks and Gardens	3
Trades Assistant	1
Cleaning Staff	6
DOT Inspections	1
Total	49

PHYSICAL CHARACTERISTICS

Location

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

Population

At the last census the permanent population of Bruce Rock townsite is approximately 742. The permanent population of the Shire of Bruce Rock is approximately 979.

Area

The Shire has a total area of 2,772 km² consisting of agricultural land and some nature reserves.

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, additionally a STED scheme is in place for a majority of the Bruce Rock Townsite.

Electricity

Electricity is supplied by Synergy through 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 5:15pm.

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 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 has two (2) golf clubs, one 2km's from Bruce Rock and the other at Ardath. There is also 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 Men's Shed provides a great place for local men to meet and carry out hobbies.

Bruce Rock Federation Amphitheatre

Officially opened in 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 of 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 (8) 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 and 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 and Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank
- Bruce's Rock
- Kumminin Rock



Accommodation

Bruce Rock Hotel Motel, Bruce Rock Chalet, Bruce Rock Caravan Park and 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.

