

Application Package

Building Maintenance Officer

The Shire of Boddington is located in the Gnaala Karla Booja region. Sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming rustic country charm, and affordable housing, it may be one of Western Australia's best kept secrets.

Less than 1 hour from Armadale and Mandurah, the Shire of Boddington covers 1,900 square kilometres and is home to approximately 1,759 people. Five main rivers flow through the Shire and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, horse-riding, birdwatch and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in WA draws large number of visitors each year. Other attractions include the Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern.

There is a strong sense of community in Boddington with a number of sporting and volunteer groups actively in operation. These range from youth and senior groups, football, cricket, tennis and swimming clubs.

Boddington is well serviced with a local hospital, medical centre, childcare facility, school catering from kindergarten to year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

Working for Us

The Shire, is a values driven organisation, understanding that its employees play a vital role in realising the community's vision of becoming a town "well known for being a vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment".

The Shire values inform our work and interactions with each other and the community. Our culture is our values in action.

- Transparency: Being open and accountable
- Honesty: Acting with integrity and building trust
- Respect: Being tolerant, helpful, and having empathy
- Dedication: The continual pursuit of excellence
- Proactivity: Forward thinking and being positive
- Cohesiveness: Teamwork and unity

We provide an invigorating and rewarding work environment, with a focus on work life balance. Employees are offered a range of amenities and benefits to support both professional development and personal endeavours, including:

- Professional and personal development
- Flexible working arrangements
- Salary Sacrifice
- Superannuation 6% Council matching scheme
- Extra 2 days leave per year
- Reward and recognition program
- Health and well-being program including free gym and pool admission

The Shire is dedicated to diversity in the workplace, equal employment opportunity, and to provide employees with a work environment free of discrimination and harassment.



Advertisement

The Shire of Boddington is seeking a skilled, proactive and hardworking Building Maintenance Officer to join our Infrastructure Services team on a full-time basis. This position is responsible for a broad range of trade-related repair, inspection and maintenance tasks on Shire-owned buildings and infrastructure, ensuring all works are carried out efficiently and in accordance with legislation, policies and operational practices.

Key responsibilities include:

- Undertaking building repairs and maintenance on Shire buildings and infrastructure, including responding to emergency call outs.
- Assisting with building maintenance projects.
- Carrying out regular inspections of Shire facilities and assets, including playgrounds, buildings, and lighting, to identify and address maintenance requirements.
- Receiving, updating and maintaining customer request workflows using the Shire's records, customer request and maintenance systems.

The successful candidate will have proven skills and experience in building maintenance or a similar role, with the ability to manage repairs and routine inspections efficiently. They will have good problem-solving and organisational skills, take a proactive approach to emergency repairs, and communicate effectively to maintain high service standards for the community.

The position offers:

- Salary package between \$90,377 and \$96,277, including superannuation, with a cash component of up to \$81,877
- 76-hour fortnight, structured as an 8-day work cycle, with a 4-day weekend every second week
- Up to 18% superannuation if you join the Shire's matching scheme of 6%
- Additional benefits, including salary sacrifice, free pool and gym access and 2 extra days of leave annually

An application package including the position description can be obtained from www.boddington.wa.gov.au. Applicants are requested to provide a cover letter, resume, and a statement addressing the Selection Criteria (not more than three pages).

For further information about the position and application process, contact Fabian Houbrechts on 08 9883 4999 or via email to emis@boddington.wa.gov.au.

Applications should be submitted to hr@boddington.wa.gov.au by 4:00pm on Monday 11 May 2026.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people regardless of race, gender, ethnicity, disability, age, religion or sexual orientation.

The Package

The salary package for this position is based on a full-time role and is made up of the following:

	Lower Limit	Upper Limit		
Salary	\$75,000	\$80,000	Employment Basis	Permanent Full Time
Superannuation (12%)	\$9,000	\$9,600	Hours of Work	76 hours over an 8-day fortnight
Matching Superannuation (6%)	\$4,500	\$4,800	Additional Leave	Extra two (2) days per annum
Industry Allowance	\$1,877	\$1,877	Long Service Leave	Thirteen (13) weeks after ten (10) years, transferable between Local Governments
TOTAL	\$90,377	\$96,277	Superannuation	Guarantee 12%
			Matching Superannuation	If you choose to contribute additional superannuation the Shire will match your contribution up to 6%



Application Details

These details are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

Application

Your application should include:

- Cover letter introducing yourself and explaining why you are applying for the position
- Comprehensive Resume
- Selection Criteria which must address the essential criteria contained in the position description. Although there is no specific requirement in the formatting of response, the information you provide should be clear, concise and relevant.

To be eligible for consideration, it is important to address all of the above items.

Candidates who demonstrate that they meet the requirements of the role will be considered for an interview. By submitting your application, you agree to provide true and accurate information on your career history and qualifications.

To apply please email hr@boddington.wa.gov.au.

Applications will close at **4.00pm, AWST on Monday, 11 May 2026.**

Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted easily if you are invited for an interview, or there are queries regarding your application.

Interviews

Interviews will be conducted in-person at the Shire Administration, 39 Bannister Road, Boddington or via video conference.

Background checks

Third-party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity and employment history verifications.

Equal opportunity

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Websites

The Shire's website www.boddington.wa.gov.au contains substantial information about the Shire.

Further enquiries

For further information about the role please contact Fabian Houbrechts, Executive Manager Infrastructure Services, on 9883 4999 or emis@boddington.wa.gov.au.



Position Description

Title

Building Maintenance Officer

Department

Infrastructure Services

Salary & Conditions

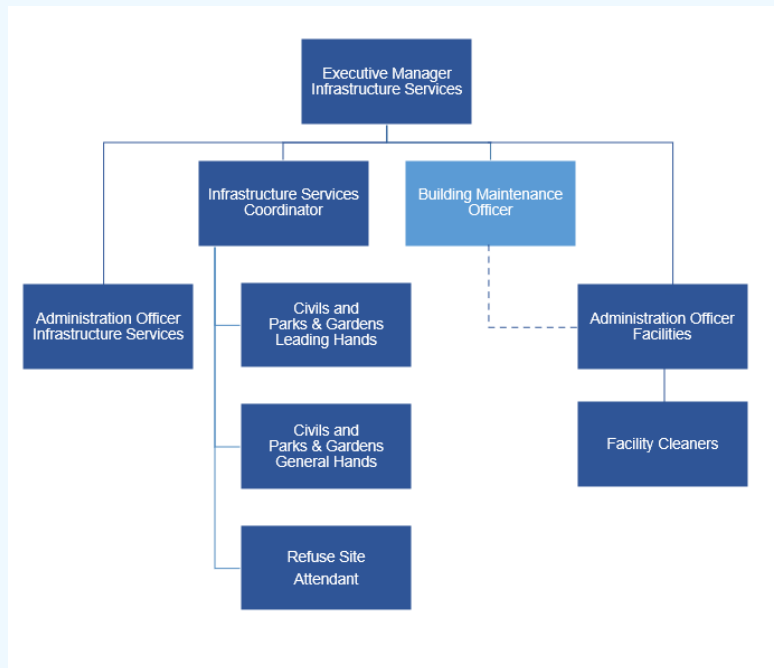
Negotiated | Municipal Employees (WA) Award 2021

Organisational Relationships

Responsible to: Executive Manager
Infrastructure Services

Direct Reports: Nil

The role provides day-to-day operational direction to the Administration Officer – Facilities, who provides administrative support to the position. Formal reporting, performance management, and employment matters for the Administration Officer sit with the Executive Manager Infrastructure Services.



Key Responsibilities and Duties

- Apply trade skills and knowledge to carry out repair and maintenance tasks on Shire-owned buildings and infrastructure.
- Receive, update and maintain customer request workflows using the Shire's records, customer request and maintenance management systems, ensuring accurate information, timely updates and clear communication.
- Conduct regular inspections of Shire buildings, identifying defects and repair needs, and scheduling necessary works.
- Respond promptly to building damage or defects in leased Shire premises, assessing issues and completing repairs efficiently.
- Maintain clear communication and coordination with the Administration Officer – Facilities to provide timely progress updates and ensure transparent tracking of all maintenance and repair activities.
- Assist with building construction projects as required, applying trade skills and expertise.
- Supervise and assist contract and volunteer workers on worksites as directed, facilitating effective collaboration and quality outcomes.
- Perform emergency and routine reinstatement work on Shire buildings and infrastructure, including vandalism repairs and securing damaged structures to safeguard public safety until permanent solutions are implemented.
- Clean gutters on all Shire buildings to maintain proper drainage.
- Conduct quarterly inspections and maintenance of all Shire playgrounds as required.
- Raise purchase orders for goods and services in accordance with Shire purchasing procedures, approved budgets and Council Policy.

- Regularly inspect lighting systems in Shire buildings to ensure proper operation.
- Conduct annual audits of all tools and equipment located at the Building Maintenance Shed.
- Install signage as required across Shire facilities and public areas.
- Carry out paving repairs to maintain safe and presentable pathways and grounds.
- Fabricate or modify parts and fittings needed to carry out building maintenance and repair work.
- Provide backup support to the Parks and Gardens team when required.

General Responsibilities

Organisational

- Undertake any other reasonable duties as requested by your supervisor.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Understand and comply with the Shire of Boddington's Code of Conduct, policies and procedures.
- Follow, support and actively contribute to the continual improvement of processes and procedures within the Shire.
- Exercise discretion and maintain confidentiality in all activities.
- Actively participate in the Shire's risk management program, performance review and continuous improvement program.
- Remain committed to demonstrating equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.
- Understand and integrate the Shire's values into your daily activities to enhance its positive and constructive culture.

Work Health and Safety

- Ensure Workplace Health & Safety requirements are observed and adhered to, by maintaining safe work practices in accordance with the Work Health and Safety legislation (WHS Act 2020) and the Shire's policies and procedures.
- Take reasonable care for your own health and safety in the workplace and work in a safe manner so that you, others, our environment, our equipment and our community remain free from harm.
- Ensure measures are in place to eliminate or reduce risk. This includes providing and maintaining workplaces, assets and systems of work so that others are not exposed to hazards.
- Identify any incidents, hazards or unsafe conditions or work practices which you encounter and either take immediate action if safe to do so or report it to your Supervisor.
- Conform to the duty of care requirements ensuring your own safety and that of others through the prevention of any adverse acts or omissions.

Extent of Authority

- Within the limits of Council and Operational Policies, and legislative constraints.

Selection Criteria

Essential

1. 3-5 years practical experience in the building trades industry.
2. Demonstrated ability to show initiative, be adaptable and deal effectively with building trade related issues.
3. Working knowledge of Building Code of Australia and associated standards.
4. Sound Computer literacy, including the ability to use email, customer request systems, and basic Microsoft Office applications.
5. C Class Drivers Licence.
6. White card or blue card construction industry safety induction

Desirable Criteria

1. Trade Certificate in Carpentry or equivalent.
2. Local Government experience.

