



POSITION DESCRIPTION

Position Title	Building Maintenance Officer	Classification	Band 5
Directorate	Infrastructure and Environment	Department	Buildings and Facilities
Direct Reports	Nil	Date	June 2026
Reports to	Team Leader Facilities Maintenance		

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

- Ensure Council facilities are maintained to support service delivery requirements and meet community expectations.
- Assist in the effective management of Council's building infrastructure through support in asset management planning, data collection, and reporting.
- Contribute to the development, implementation, and continuous improvement of standards, policies, and procedures related to buildings and facilities
- Support the organisation's business improvement initiatives by identifying and implementing enhancements to customer service and operational efficiency.
- Delivery of maintenance activities across Councils facilities.

KEY RESPONSIBILITIES AND DUTIES

- Assist with compliance management and reporting on the facilities maintenance contracts to achieve Council's objectives, including evaluation of operational processes and financial management.
- Assist with the delivery of Council's buildings reactive and routine maintenance, including compliance with Council's Buildings and Facilities Maintenance Policy.
- Assist with Coordinating the execution of various services including Essential Safety Measures (ESM), facility cleaning, asbestos management, facility access and security, and other services as required.
- Periodically assist with maintaining Council utility accounts, including financial management, and usage analysis.
- Participate in an on-call roster and respond to after-hours calls relating to Council facilities, ensuring timely coordination of contractors and appropriate escalation of issues.

- Ensure the monitoring and documenting of contractor performance, including Occupational Health and Safety and risk management requirements.
- Ensure regulatory and legislative requirements, Australian standards and Council's Environmentally Sustainable Building requirements are met.
- Support the team in the delivery and management of multiple registers, inspections, and audits, addressing facility maintenance and management requirements and compliance issues effectively.
- Other duties as directed by the Team Leader Facilities Maintenance.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Freedom to act set by clear objectives with frequent consultation with supervisor and a regular reporting to ensure adherence to plans.
- Decisions and actions taken are subject to review by the supervisor.
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Make operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.

JUDGMENT AND DECISION MAKING

- Objectives of the work usually well defined, but method, technology, process or equipment must be selected from a range of available alternatives.
- Guidance and advice is usually available within a time to make a decision.
- May involve problem solving using guidelines, professional/technical knowledge or experience.

SPECIALIST KNOWLEDGE AND SKILLS

- Experience in compliance management and reporting on facilities maintenance contracts.
- Strong technical skills relating to Essential Safety Measures (ESM), facility cleaning, asbestos management, facility access and security
- Ability to develop and maintain effective relationships with a diverse range of stakeholders to achieve desired outcomes.
- Ability to research and analyse information and prepare reports for consideration.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and a understanding legal and political context in which it operates.
- Possess a knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

INTERPERSONAL SKILLS

- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to work independently yet be an effective member of a multidisciplinary team.
- Ability to gain the cooperation, assistance and trust of other employees with the organisation.
- Provide high-quality support and guidance with a demonstrated ability to work collaboratively.
- Proven ability to build and maintain productive and respectful relationships.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.

MANAGEMENT SKILLS

- Ability to ensure accuracy of written and verbal communication in a busy environment.
- Ability to operate in an environment with demanding workloads and time constraints.
- Develop and implement processes and provide support to the organisation when change is required.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications (degree or diploma) in related field, industry qualification and/or equivalent experience in a comparable environment.
- Communication and interpersonal skills with the ability to clearly articulate and present information as required.
- An ability to use computers, including mobile technology, with experience, at an intermediate level in the use of Microsoft Office suite.
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- Demonstrated experience in compliance management and reporting on facilities maintenance contracts.
- Knowledge of various services, including Essential Safety Measures (ESM), facility cleaning, asbestos management, facility access and security, and other services as required.
- Experience in the delivery of reactive and routine building maintenance.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Able to make sound decisions based on experience and good judgement.
- Knowledge of buildings and facilities policies, procedures and relevant acts and regulations.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full-time on-going position.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new

employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.