

Position Description

Position Title	Facility Maintenance Officer (Routine Maintenance))
Position Number	BMOC01 & CPCA05
Directorate	Infrastructure
Business Unit/s	Facilities Projects & Assets
Reports to	Facility Maintenance Contracts Officer
Classification	Level 6- Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

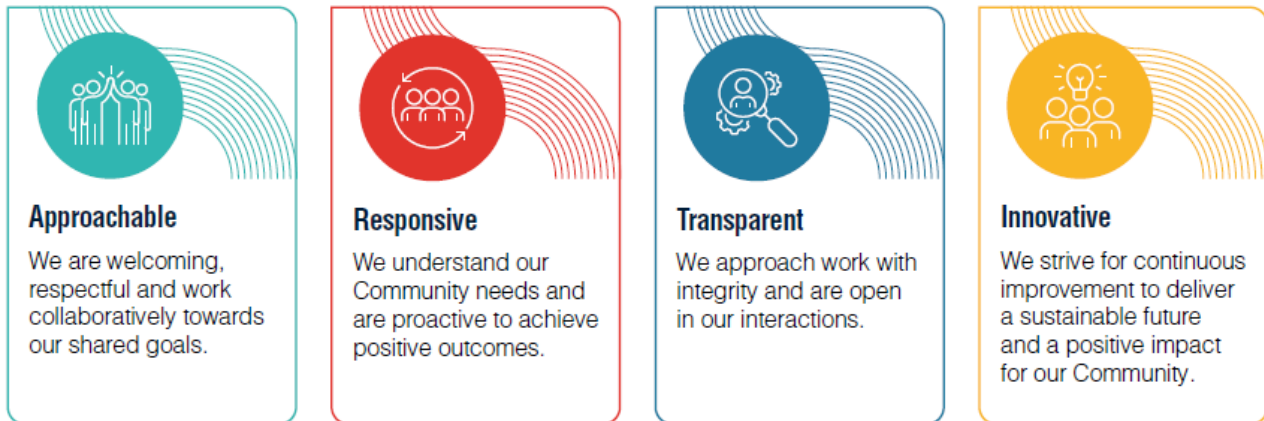
A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Approachable

We are welcoming, respectful and work collaboratively towards our shared goals.

Responsive

We understand our Community needs and are proactive to achieve positive outcomes.

Transparent

We approach work with integrity and are open in our interactions.

Innovative

We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

Reporting Relationships

This position reports to Facility Maintenance Contracts Officer.

Position Overview

This position is responsible for proactively maintaining City of Stirling owned facilities through operational asset management, routine/ planned facilities maintenance and project management of new and existing facilities to meet current and future needs.

Position Objectives

Due to the City's large facility portfolio, this position will be responsible for the routine maintenance of various service contracts, minor works resulting from routine servicing, and conducting site inspections to ensure quality and compliance with contracts.

- Routine Maintenance
 - Ensure Routine Maintenance is scheduled and completed as per schedule.
 - Liaise with facility users, contractors and stakeholders to schedule routine maintenance.
 - Review service reports and contractor recommendations and action accordingly.
 - Process/validate invoices for payment.
 - conduct routine site inspections to verify completion and quality of works.
 - Participate in contractor performance meetings, contract evaluations and specification reviews.
 - Issue work permits as required and undertake WHS contractor audits routinely.
- Minor works
 - Develop, assess, award and deliver minor works.
 - Assist in developing the renewal program for future minor works.
 - Provide estimates on future works for budgeting purposes.

- Site inspections
 - Conduct site inspections to ensure works are completed to set KPI's.
 - To identify and action maintenance issues.
- Supervision of external contractors' work.
- Have high regard for your own safety, the safety of others and the public and have practical working knowledge of current WHS act and legislation.
- Act in the role of Facility Maintenance Contract Officer when required.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Tertiary qualification in Facility Management or Building & Construction	Desirable
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Safety Awareness Training Certificate (White Card).	Essential
Facility Management or Construction Certificate	Essential
Knowledge, Skills, Experience & Abilities	
Strong commitment to focus on system and process improvement with the ability to implement and review change.	Essential
Well-developed verbal and written communication skills including the ability to communicate effectively with a diverse range of stakeholders.	Essential
Ability to proactively manage and supervise Trade Operatives, Contractors and works on site, ensuring a Best Value, Quality product / service delivery for the City of Stirling.	Essential
Experience and knowledge of the principles of Work Health and Safety and National Standard for Construction Work.	Essential
Intermediate to advanced skills using MS Office Suite (Word, Excel, Outlook, PowerPoint).	Essential
Min 5 years' experience in the building / facility maintenance industry.	Essential
Experienced in leading and managing small teams of day labour employees and subcontractors.	Essential
Experience in using a work order/maintenance management system for facility maintenance.	Essential
Experienced in facility maintenance and building services in public community building facilities or large portfolio of buildings (+50)	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date 16 September 2026	Officer	Service Lead - Facility Management