

Information for Applicants

Building Maintenance Technician



Applications close
4:00pm, Friday 11 September 2026

For more information contact:
John Warburton
hrpayrollofficer@narrogin.wa.gov.au
Tel: 08 9890 0900



BUILDING MAINTENANCE TECHNICIAN

Package up to \$117K

The Shire of Narrogin is seeking a motivated and reliable Building Maintenance Technician to join the Infrastructure Services team. This position offers an excellent opportunity for an individual with practical maintenance skills who takes pride in delivering high-quality workmanship and is committed to ensuring the Shire's buildings and facilities remain safe, functional, and well maintained.

The Building Maintenance Technician is responsible for the maintenance, repair, and upkeep of the Shire of Narrogin's buildings, facilities, and associated infrastructure to ensure they remain safe, functional, and fit for purpose. The role contributes to the delivery of high-quality maintenance services by undertaking preventative and corrective maintenance activities, identifying defects and hazards, and ensuring work is completed in accordance with relevant legislation, standards, policies, and procedures.

Working collaboratively with employees, contractors, and service providers, this position supports the efficient operation of Shire facilities by responding to maintenance requests, monitoring asset condition, and assisting with the planning and implementation of maintenance programs. The Building Maintenance Technician plays a key role in maintaining a safe, clean, and reliable environment for staff, residents, and visitors, while contributing to the continuous improvement of asset performance, service delivery, and community facilities across the Shire.

To be considered for this role, applicants are required to submit a written application addressing the selection criteria outlined in the Position Description, along with a current resume and cover letter.

An application package is available on the Shire's website or by contacting John Warburton on 08 9880 0900.

Applications should be marked 'Private & Confidential – Building Maintenance Technician' addressed to the undersigned.

Applications close 4:00pm, Friday 11 September 2026.

The Shire of Narrogin is an equal opportunity employer.

Andrew Campbell
Chief Executive Officer
Shire of Narrogin
PO Box 1145 Narrogin WA 6312
hrpayrollofficer@narrogin.wa.gov.au
www.narrogin.wa.gov.au

The Package

Position:	Building Maintenance Technician
Department:	Infrastructure Services
Section:	Works Depot
Position classification:	LGIA 2020 NSI Award Level 6
Employment type:	Full Time
Location:	Shire of Narrogin

Per annum	\$ Minimum	\$ Maximum
Salary*	\$56,276	\$56,276
Over Award Payment	\$14,860	\$43,729
Total Salary Payable	\$71,136	\$100,005
Superannuation @ 12%	\$8,536	\$12,001
Matching Superannuation @ 3%	\$2,134	\$3,000
Leave Loading 17.5% (not payable to contract or casual employees)	\$958	\$1,346
Vehicle Allowance	N/A	N/A
Housing Allowance	N/A	N/A
Telephone Allowance	N/A	N/A
Uniform Allowance	\$350	\$350
Gym Membership (full) (50% discount)	\$606	\$606
Rostered Day Off	9 day fortnight	9 day fortnight
TOTAL	\$83,720	\$117,308

* The package is calculated on a full-time wage of 76 per fortnight for a full year. Wages will be paid on actual hours worked.

About Your Application

Preparing Your Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

Whilst emailed applications to hrpayrollofficer@narrogin.wa.gov.au is preferred, if mailing or delivering the application, it should be stapled in the top left-hand corner. Note: Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a brief letter outlining the position you are applying for and a brief description of your background and reason for applying for the position.

Addressing Selection Criteria

If the advertisement requires you to address selection criteria, you will need to set out in a separate document entitled "Selection Criteria" and provide evidence of your ability to meet the criteria.

Curriculum Vitae (Resume)

Your Curriculum Vitae should provide personal details (e.g., name, address, contact number) relevant work history, education, training courses attended, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

Qualifications

Certain positions stipulate that tertiary qualifications or specific certificates are required. As part of the application, candidates should demonstrate that the required level of education or training has been achieved. Please attach photocopies of any relevant qualifications or academic records to the application.

Referees

You should include in your curriculum vitae the names and contact numbers of at least two (2) referees. These referees may be contacted to verify the information stated in your curriculum vitae. Preferably one referee should be your current supervisor or manager, alternatively a supervisor/manager from a previous position may be used.

It is courteous to contact your referees for approval prior to nominating them in the application.

Closing Dates for Applications

Vacant positions with the Shire of Narrogin are advertised for a specific period and close at the time and dates as written in the advertisement. The closing time is the time that the applications are to be received at the Shire of Narrogin offices.

Late Applications Will Not Be Accepted

Short-listing of candidates for interview by the Selection Panel may take up to two weeks after the closing date. The candidates selected for interview will be contacted by an officer from the Shire of Narrogin by telephone to organise a convenient time to conduct the interview.

Preparing for the Interview

To prepare for the interview questions, re-read the Position Description focusing on the Selection Criteria. Think of workplace situations where the relevant skills and abilities have been required to be demonstrated.

Focus on the duties of the position and think about how they would be carried out. Think about the problems that might be encountered and how they could be resolved. Try to identify examples from past experience that might be similar or equivalent.

The Interview Process

The interview panel will generally consist of at least three members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, the interview panel members will write notes and assess the answers from the candidates in response to the structured questions, ensuring that all applicants are examined in an objective and uniform manner. If a candidate does not understand a question, they should seek clarification prior to providing a reply.

Never assume that the interview panel members know the suitability of individual candidate for the vacant position even though some applicants may have worked with them or have previous experience in the past for which they have applied.

Wherever possible, relate answers to direct experience.

After the Interview

The successful applicant will be contacted by a member of the Interview Panel to verbally offer the position. The Human Resources Department will forward a written offer. All employment is subject to successfully obtaining a National Police Clearance certificate and completing a pre-employment medical and drug & alcohol test, the costs of which will be reimbursed upon commencement.

All unsuccessful applicants will be notified in writing.

Working for the Shire of Narrogin

Located in a picturesque valley surrounded by woodlands, farming country and rolling hills, Narrogin is just a two-hour drive southeast of Perth and is a major service centre for the region's rich agricultural industry.

The vibrant town is home to about 5,200 residents and is the regional centre for nearby communities including Cuballing, Wickepin, Wagin, and Williams, all of which provide a feeder population of more than 10,500 people.

The town's significant infrastructure, health and education facilities and specialty retail outlets also regularly attract more than 9,000 residents from the other outlying shires of Brookton, Corrigin, Dumbleyung, Kulin, Kondinin, Lake Grace and Pingelly.

The Shire of Narrogin is an Equal Opportunity Employer that has a team-oriented and highly motivated workforce which provides quality services and facilities to residents and visitors to the Shire.

Whilst most conditions of employment are covered in the Letter of Appointment and/or Employment Contract, all other governing matters fall within the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#) and Council's adopted [Code of Conduct](#).

All or some of the following benefits may apply to your position at the Shire of Narrogin:

Local Government Career

There are currently 138 Local Governments in Western Australia (and two Territories). Whether it be a large organisation or a small team, a career in Local Government is an opportunity to make a real difference.

Hours of Work

Varies depending on the position held, most office employees work Monday to Friday, minimum 152 hours per month. Most 'outside' employees work Monday to Friday, from 6.30am to 4.00pm during the summer months and from 7.00am to 4.30pm during the winter months.

Rostered Day Off (RDO)

A RDO system is in place for eligible Shire employees. One day off per month for full-time Administration, Library, Caravan Park, Narrogin Regional Homecare and Narrogin Regional Leisure Centre employees (other than Executive staff) and one day off per fortnight for employees that work in the Works and Services Division.

Up to 15% Superannuation (combined contribution)

As well as the required 12% superannuation contributions the Shire is required to make on behalf of its employees, contributions made by the employee to their own Superannuation Plan will be matched by the Shire up to a maximum of 3%.

Annual Leave - 17.5% Leave Loading

For employees not defined as casual, four weeks annual leave is payable after 12 months' service. Leave Loading of 17.5% is paid on annual leave for permanent staff not on contract.

13 Weeks' Long Service Leave

All permanent employees of the Shire are entitled to 13 weeks long service leave after completing 10 continuous years' service in Local Government. Long service leave accruals are transferable between all local government authorities in Western Australia.

Personal Leave

Personal/carers and bereavement leave is as per the National Employment Standards.

Employees Training and Development Opportunities

To maximise the potential and skills of its employees, the Shire is committed to supporting employees' training and education and providing professional development opportunities to employees as appropriate and encourages senior employees' attendance at State Conferences.

Probationary Period

A position may be subject to a probationary period.

Study Leave and Funding

Study leave assistance may be extended at the discretion of the CEO.

Competitive Salary

A competitive salary will be offered relevant to the position level within the Shire.

Salary Packaging

Salary packaging is available for permanent employees (e.g., package car and/or laptop).

Employee Incentive Scheme

Employees are able to participate in a reward scheme which enables employees to receive an amount not exceeding \$200 in cases where they have put forward good suggestions which have been adopted and resulted in savings and improved efficiency to the Shire.

Annual Performance Reviews

All employees are entitled to an annual performance review. The reviews are linked to possible salary review and highlights training requirements for the relevant position.

Internal Promotion and Acting Opportunities

The Shire encourages all employees to fulfil acting positions where available and endeavours to promote existing employees when a vacancy arises.

Subsidised Corporate Uniform – Office Employees

All permanent employees are entitled to a subsidised annual allowance toward the Local Government uniform.

Personal Protective Equipment

All necessary protective clothing and equipment is supplied by the Council to ensure your safety.

Smoke Free Working Environment

The Shire Administration office, Depot, Library, Homecare, Narrogin Regional Leisure Centre and all workplaces including vehicles are smoke-free working environments.

Health and Wellbeing Programme

Various programmes are regularly conducted for Shire employees such as Flu vaccines and sunscreen checks and full health assessments. These programmes are free to employees.

Vaccinations

Vaccinations from time to time, such as COVID-19, may be compulsory under Government of WA mandates and Health Directions for certain classes of employees including environmental health officers, frontline employees that have regular and close direct contact with aged and vulnerable clients and customers. This is also due to Commonwealth funding requirements, with respect to all Narrogin Regional Homecare employees, whether permanent or casual.

In addition, in the event of a lock down or similar restrictions, all employees at the following work locations may be required to be fully vaccinated, to continue to attend work:

- Narrogin Regional Homecare
- Caravan Park
- Refuse Site
- Works Depot (Mechanical, Parks & Gardens, Construction & Maintenance, Depot Admin)
- Library
- Ranger Services
- Shire Administration Office.

Exemptions may be available through a General Practitioner, that confirms that to receive a vaccination, would compromise their health, due to an existing underlying health condition.

In limited circumstances, those that are not fully vaccinated, may receive temporary approval to work from home, on a case-by-case basis.

Equal Opportunity Employer

The Shire's Equal Employment Opportunity goals are designed to provide an enjoyable, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Job Share and Part Time Opportunities

The Shire supports the principle of job sharing and part time employment, with various part time positions currently occupied within the Shire.

Modern Office Facilities

The Narrogin Shire Administration Office, Library, Narrogin Regional Leisure Centre, Narrogin Regional Homecare, and Works Depot Office are all modern, spacious, air-conditioned buildings.

Kitchen Facilities

The Shire Administration Office and Works Depot has a modern kitchen/lunchroom for employees use.

Employee Corporate Functions (e.g., Farewell & Christmas Functions)

The Shire provides an annual Christmas Function for all Elected Members, employees and their families as well as other occasional functions throughout the year.

Friendly Work Environment

A great team-oriented, friendly environment makes working with the Shire an attractive employment option with great prospects / career advancement within the Shire and in local government in general.

Work Experience Programme

The Shire is dedicated to giving young people the opportunity to utilise the work experience programmes through their School, enabling them to work in their area of interest.

RRR – Reduce Reuse Recycle

The Shire of Narrogin is committed to promoting environmentally conscious development and to creating a more sustainable community.

Gymnasium or Swimming at lunchtime – Discounted Membership

The Shire Administration Office is located within close proximity to the Narrogin Regional Leisure Centre. A 25-metre heated pool and fully equipped gymnasium is available to all staff who wish to visit as an occasional patron or take advantage of 50% discount to membership packages at the Centre.

Family Friendly Environment

The Shire Administration Office is a family friendly environment and recognises the importance of a working/family life balance.

Voluntary Employee Involvement in Community Events

Employees are able to be involved in various events which the Shire organises and/or supports within the community.

Close to Early Education, Schools, and the Agricultural College

For those with children, all work locations are within close proximity to the Narrogin Regional Childcare Centre, three choices of Primary Schools, the Senior High School (to year 12) and the Agricultural College (years 10 – 12).

Counselling Services

The Shire offers support on a range of work-related issues. Short term counselling aims to provide local government workers, elected members and bushfire volunteers with support for a wide variety of work-related issues such as work relationships, conflicts at work and other work-related issues. To access this service an individual must be referred to LGIS by the local government by using the approved referral form, which will entitle the individual up to 6 sessions.

Free Parking

The Shire has free on-site parking facilities for all employees.

Electric Vehicle Charging Stations

Six (6) dedicated Hybrid or Electric Vehicle car parking / charging stations free for employees to park and use if based at the Administration Office.

For further information please contact the HR Payroll & WHS Officer on telephone 9890 0900 or email hrpayrollofficer@narrogin.wa.gov.au.

Shire of Narrogin Organisational Structure





Position Description

Building Maintenance Technician

1. POSITION DETAILS

Position:	Building Maintenance Technician
Directorate:	Infrastructure Services
Department:	Works Depot
Position classification:	LGIA 2020 Level 6
Employment type:	Full-time
Location:	Depot

2. ORGANISATIONAL RELATIONSHIPS

Responsible to:	Manager Infrastructure Urban
Supervision of:	NIL
Internal and External Liaison:	
Internal	Executive Leadership Team
	Finance and Human Resources staff
	Department Managers
	Corporate Governance and Risk Officer
External	LGIS
	Public Authorities
	External Contractors

3. POSITION OBJECTIVES

- The Building Maintenance Technician is responsible for the maintenance, repair, and upkeep of the Shire of Narrogin's buildings, facilities, and associated infrastructure to ensure they remain safe, functional, and fit for purpose. This role contributes to the delivery of high-quality maintenance services by undertaking preventative and corrective maintenance activities, identifying defects and hazards, and ensuring work is completed in accordance with relevant legislation, standards, policies, and procedures.
- Working collaboratively with employees, contractors, and service providers, this position supports the efficient operation of Shire facilities by responding to maintenance requests, monitoring asset conditions, and assisting with the planning and implementation of maintenance programs. The Building Maintenance Technician plays a key role in maintaining a safe, clean, and reliable environment for staff, residents, and visitors, while contributing to the continuous improvement of asset performance, service delivery, and community facilities across the Shire.

4. KEY DUTIES / RESPONSIBILITIES

Building and Facilities Maintenance

- Undertake preventative, reactive and programmed maintenance to ensure Shire buildings, facilities and associated infrastructure remain safe, functional and fit for purpose.
- This includes, but is not limited to:
- Carpentry, joinery and minor construction work.
- Cabinetry maintenance and repairs.
- Masonry, brickwork and minor concrete repairs.
- Gyprock and plaster repairs.
- Painting and surface restoration.
- Tiling repairs.
- Minor plumbing works not requiring a licensed plumber.
- Roof maintenance, including gutters, downpipes, flashings and roof sheeting.
- Basic locksmithing, including lock installation, repair and replacement.
- Assistance with construction and installation of new Shire assets where required.

Asset Maintenance and Improvement

- Support the effective management of Council assets by:
- Assisting with inspections and condition assessments.
- Identifying defects, maintenance requirements and safety hazards.
- Assisting with the planning, scheduling and delivery of maintenance programs.
- Recommending improvements to asset performance and serviceability.
- Contributing to asset renewal and building improvement projects.

Contractor and Project Support

- Contribute to the efficient delivery of maintenance and construction activities by:
- Liaising with contractors, suppliers and service providers.
- Providing technical advice relating to building maintenance and construction activities.
- Assisting with the coordination and monitoring of contractor works.
- Ensuring works are undertaken in accordance with relevant standards, specifications and

Council requirements.

- Procuring materials and services in accordance with Council's Procurement Policy and delegated authority.

Compliance, Safety and Risk Management

- Promote a safe and compliant workplace by:
- Undertaking work in accordance with relevant legislation, codes, standards, policies and procedures.
- Conducting risk assessments and hazard identification activities.
- Ensuring hazards, incidents and defects are reported and addressed promptly.
- Undertaking electrical tests and tagging of portable and fixed electrical equipment where appropriately qualified.
- Supporting the implementation of Safe Work Method Statements and other safety controls.
- Contributing to a culture of safety, accountability and continuous improvement.

Plant, Equipment and Administration

- Support the efficient delivery of maintenance services by:
- Maintaining assigned vehicles, tools and equipment in a safe and serviceable condition.
- Recording maintenance activities, inspections and asset information.
- Maintaining accurate records in accordance with Council's Records Management Policy.
- Assisting with maintenance reporting, budgeting and operational planning requirements.

Corporate Responsibilities

- All employees are expected to:
- Act in a professional, ethical and respectful manner.
- Work collaboratively across the organisation.
- Demonstrate a commitment to customer service and community outcomes.
- Support Council's values, strategic objectives and continuous improvement initiatives.
- Undertake other duties within the employees' skills, competence and training as reasonably directed.
- Create and maintain accurate records in accordance with Council policies and legislative requirements.

5. SELECTION CRITERIA

Essential Qualifications:

- Trade Certificate in Carpentry or a related building trade.
- Construction Industry White Card.
- Current C Class Driver's Licence.

Desirable:

- Working Safely at Heights certification.
- Electrical Test and Tag qualification.
- Asbestos Awareness or Asbestos Removal qualification.
- Elevated Work Platform (EWP) licence.
- MR Driver's Licence.

Experience:

- Demonstrated experience in residential and commercial building maintenance or construction.
- Experience undertaking repairs and maintenance across a range of building assets and infrastructure.
- Experience coordinating materials and resources for maintenance and construction activities.
- Experience working safely within a regulated workplace environment.

Skills:

- Sound practical skills in the use of hand and power tools.
- Ability to read and interpret plans, drawings and specifications.
- Strong problem-solving and analytical skills.
- Effective time management and organisational skills.
- Ability to work independently and prioritise competing tasks.
- Well-developed communication and interpersonal skills.
- Demonstrated customer service focus.
- Ability to work collaboratively with staff, contractors and stakeholders.
- Commitment to workplace safety and quality workmanship.

Knowledge:

- Sound knowledge of building maintenance, construction methods and industry practices.
- Understanding of relevant legislation, Australian Standards and safety requirements applicable to the building and construction industry.
- Knowledge of asset maintenance principles and risk management practices.
- Understanding of local government operations and community service delivery.

6. EXTENT OF AUTHORITY

- The Building Maintenance Technician operates under the general direction of the Manager Infrastructure Urban and works across a diverse range of Council facilities, assets and operational areas. The position has significant interaction with all Shire directorates, supporting service delivery through the provision of maintenance expertise, asset condition advice and the coordination of maintenance activities.
- The incumbent is expected to exercise initiative and sound judgement in the planning and execution of maintenance works, while operating within established Council policies, procedures, budgets and legislative requirements. The position does not have supervisory responsibility but is required to liaise effectively with staff, contractors and service providers to ensure maintenance outcomes are achieved safely, efficiently and to the required standard.

7. WHS REQUIREMENTS**The Building Maintenance Technician is required to:**

- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Comply with Council's Work Health and Safety policies, procedures and safe work practices.
- Identify, assess and report hazards, risks, incidents and near misses.
- Participate in risk assessments, investigations and corrective actions.
- Use plant equipment and personal protective equipment safely and appropriately.

- Report unsafe conditions and contribute to hazard control measures.
- Support a positive workplace safety culture through leadership and example.
- Comply with Safe Work Method Statements and other safety requirements relevant to maintenance and construction activities.



Shire of
Narrogin
Love the life

89 Earl Street, Narrogin

Correspondence to:

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