



This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

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Applications are hereby invited for the following position: -

## Facilities Maintenance Officer

*Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment*

**DEPARTMENT: Infrastructure and Recovery**

**APPLICATIONS CLOSE: Friday 13 June 2025**

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**Your application must consist of the following information:**

### CHECKLIST

- ☒ **Cover Sheet**
- ☒ **Covering Letter addressing the three main elements under the selection criteria:**
  - ☞ Qualifications
  - ☞ Knowledge, Skills and Expertise
  - ☞ People Oriented Skills and Attributes
- ☒ **Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

Douglas Shire Council  
People and Culture  
PO Box 723  
Mossman QLD 4873

[recruitment@douglas.qld.gov.au](mailto:recruitment@douglas.qld.gov.au)



**WITH COMPLIMENTS**

**INFORMATION KIT**

## **Facilities Maintenance Officer**

**Position Number: 454**

**Closing Date: Friday 13 June 2025**

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### **IMPORTANT INFORMATION REGARDING YOUR APPLICATION**

*Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.*

### **PRE-EMPLOYMENT ASSESSMENT**

*Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.*

### **EMPLOYMENT ELIGIBILITY**

*To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply*

*Privacy Information: Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.*

### Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

### What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. Qualifications
- ii. Knowledge, Skills and Expertise
- iii. People Oriented Skills and Attributes

When preparing your application, read through the Key Duties and Responsibilities and Selection Criteria within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

#### Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

#### Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

#### People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

### Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

**Situation** - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

**Task** - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

**Action** - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

**Result** - What resulted from the actions you took? What did you achieve and what were the results of what you did?

**DOUGLAS SHIRE COUNCIL**  
**GENERAL CONDITIONS OF EMPLOYMENT**

<u>POSITION:</u>	Facilities Maintenance Officer
<u>LOCATION:</u>	Mossman Nursery House
<u>CLASSIFICATION:</u>	Level 3
<u>SALARY:</u>	Salary ranging from \$78,587.53 to \$84,470.27 per annum. Level on appointment will be dependent upon demonstrated competencies and experience.
<u>AWARD:</u>	Queensland Local Government Industry (Stream A) Award – State 2017.
<u>LEAVE:</u>	Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
<u>SUPERANNUATION:</u>	Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.
<u>APPLICATIONS:</u>	<p>Applications can be submitted by:</p> <p>Addressed to: Private and Confidential Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873</p> <p>or</p> <p><a href="mailto:recruitment@douglas.qld.gov.au">recruitment@douglas.qld.gov.au</a></p>
<u>CLOSING DATE:</u>	Friday 13 June 2025

Position Applied for: Facilities Maintenance Officer

Position Number 454

Mr ☐Mrs ☐Ms ☐Miss ☐

Date: \_\_\_\_\_

Given Names: \_\_\_\_\_

Family Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Preferred Contact Number:

\_\_\_\_\_

Email:

\_\_\_\_\_

Have you previously worked for Douglas Shire Council?

☐ No ☐ Yes

Dates: \_\_\_\_\_

Are you a current employee of Douglas Shire Council?

☐ No ☐ Yes

Dates: \_\_\_\_\_

Current Employees must complete:

Employee No:

Classification Level:

Position Title:

Department:

Supervisor:

Are you currently being represented by  
an external recruitment agency?☐ No ☐ Yes

Name of Agency:

\_\_\_\_\_

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you  
located this advertisement: (Please tick)☐ Douglas Shire Council website ☐ Douglas Shire Council Facebook ☐ Douglas Shire Council LinkedIn☐ On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): \_\_\_\_\_

This section is Optional: Do you identify with any of the following groups? (Please tick)

☐ Aboriginal / Torres Strait Islander ☐ Disability ☐ English as Second Language

Applicant Consent Details (Please Tick):

☐ I consent to my application being considered for other similar positions within Council over the next 6 months and I  
consent to my application and personal information being forwarded to the relevant Council Officer for consideration.**NB. By ticking this box it does not automatically mean that your application will be considered for all positions  
at Council. A separate application must be submitted for each vacancy.**

Applicants Signature: \_\_\_\_\_

### POSITION DESCRIPTION

Position Title:	Facilities Maintenance Officer
Position Number:	454
Department:	Infrastructure and Recovery
Unit:	Maintenance and Operations
Team:	Building Facilities
Reports To:	Coordinator Building Facilities
Award Classification:	Level 3 Queensland Local Government Industry Award (Stream A) - State 2017 and applicable Division(s)
Hours:	Nominal 72.50 hours, nine (9) days per fortnight as per agreement.
Number of Direct Reports:	Nil
Pre-placement Medical:	Yes
National Police History Check:	Yes
Date Developed:	July 2021
Date Reviewed:	May 2025

### Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.

Adapt	Integrity
Respect	Teamwork
Community Care & Support	

### Position Objectives

The Facilities Maintenance Officer's primary objectives are to:

- Ensure effective delivery of building maintenance services.
- Supervise service contracts and the contractors delivering these services.
- Ensure legislative compliance of all works and services at Council Buildings.
- Assist with the operation and maintenance of Council's Pool and Splash Parks.

Organisational Relationships	
Position Reports to:	Coordinator Building Facilities
Position Administers:	Contractors on site
Internal Relationships:	The Facilities Maintenance Officer works within the Infrastructure and Recovery Department and directly with all internal departments.
External Relationships:	The Facilities Maintenance Officer works with government agencies, contractors, customers and the general public.
Qualifications and Experience	
<p>Essential:</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• Construction Industry White Card.</li> <li>• Current Queensland Driver's Licence.</li> </ul> <p><u>Knowledge, Skills &amp; Expertise</u></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in the building industry.</li> <li>• Proven effective delivery of tasks.</li> <li>• Demonstrated written and oral communication skills.</li> <li>• Attention to detail.</li> <li>• Organising/scheduling skills.</li> <li>• Working knowledge of the Microsoft Office Suite.</li> <li>• Ability to work within established policies and procedures.</li> </ul> <p><u>People Oriented Skills &amp; Attributes</u></p> <ul style="list-style-type: none"> <li>• Proven ability to build effective relationships with both internal and external customers.</li> <li>• Demonstrated commitment to being a team player who is pro-active and supportive of the team.</li> </ul> <p>Desirable:</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• Pool Plant Operators Licence.</li> <li>• Fire Safety Advisor qualification.</li> <li>• Current First Aid and CPR Certification.</li> </ul> <p><u>Knowledge, Skills &amp; Expertise</u></p> <ul style="list-style-type: none"> <li>• Working knowledge of Fire Safety Systems.</li> <li>• Knowledge and experience in Local Government administration.</li> </ul>	

## Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Investigation of maintenance and infrastructure issues at all Council facilities, recommending best practice solutions and arranging/undertaking subsequent maintenance and repairs to a high standard.
- Provide professional, technically competent, and timely advice to all customers.
- Develop good working relationships with internal and external customers.
- Day-to-day coordination of the Council's Service Contracts covering all sites within the Shire.
- Planning and scheduling of operational works including preventative maintenance and rectification programs.
- Ensuring all service requests are implemented in a timely manner and completed to a high standard to satisfy the objectives of the customer.
- Undertaking regular site visits to check on the operation of infrastructure and arrange repairs as necessary.
- Assist with maintenance duties including the fueling of generators and servicing of remote sites.
- Assist with running and maintenance of Council's Splash Parks and Pool.
- Ensure all works are compliant with legislative, regulatory and statutory requirements.
- Ensure works carried out by staff and contractors are compliant with Workplace Health & Safety Act, QLD code of practice, Regulations and associated Council policies and procedures.
- Ensuring all documentation is completed accurately and in a timely manner to ensure effective delivery of services.
- Ensure all corporate information is captured within the Council's business systems adhering to record keeping policies and procedures.
- Undergo personal/professional development as outlined by the Coordinator Building Facilities.
- To be available for after-hours call-out duties.
- Other duties as directed by the Coordinator Building Facilities.

## Performance Indicators

It is expected the incumbent will:

- Be timely and thorough in completing prioritised tasks.
- Ensure a high standard of work, demonstrating the ability to set priorities and organise duties to meet agreed timeframes.
- Participate in regular team meetings and contribute to team objectives.
- Deliver operational works to the satisfaction of the clients, and the Coordinator Building Facilities.
- Ensure compliance of works with current legislative requirements and Australian Standards.
- Adhere to all WorkSafe requirements, including identifying and management of hazards.