

KARRATHA is CALLING

Facility Maintenance Asset Officer

Salary Package: from \$94,435 to \$100,092 per annum plus super

The Facility Maintenance Assets Officer plays a key role in supporting the effective management of the City's buildings, facilities and associated assets. Working within the Facility Maintenance team, you will provide administrative and technical support to help deliver maintenance programs, asset renewal projects and compliance activities that ensure City facilities remain safe, functional and fit for purpose.

About the Role

- Assist with facility inspections, maintenance requests and reactive works across the City's building and asset portfolio. Support the planning, procurement and delivery of maintenance, renewal and lifecycle replacement programs.
- Maintain asset records, condition data and documentation to support informed asset management decisions.
- Coordinate contractor, tender and contract administration activities while supporting the delivery of facility maintenance projects.

**Come for a career and
stay for a lifestyle!**

Role Requirements

- Experience in facility maintenance, asset management, infrastructure renewal planning or technical project support within a maintenance, construction or local government environment.
- Sound understanding of asset lifecycle management, procurement processes and contract administration principles.
- Strong communication, organisational and reporting skills, with experience using asset management and business systems.
- Current C Class Driver's Licence and demonstrated ability to manage multiple priorities while working collaboratively with stakeholders.

Why Join Us?

- 6 weeks annual leave and 13% superannuation
- Allowances up to \$25,103 available for employees residing in Karratha
- Free Karratha Leisureplex or Wickham Recreation Precinct membership, and a salary sacrificing option (up to \$500 per annum) for specific programs or family members
- Up to \$3,000 per year for approved study assistance
- Employee Assistance Program (EAP) for confidential wellbeing support