



HOUSING & FACILITIES OFFICER

Make a positive difference in a vibrant remote community.

Burke Shire Council is seeking a detail-oriented and community-minded Housing & Facilities Officer to oversee Council-managed housing and facilities. If you're looking for a varied role where your work has a genuine impact, we'd love to hear from you.



Our Community



Our Home



Our Lifestyle



KEY RESPONSIBILITIES

- Coordinate property and facility repairs and preventative maintenance schedules.
- Manage tenant processes including applications, inspections, leases, and complaints.
- Maintain accurate records, property registers, and communication logs.
- Liaise with contractors, tenants, and internal departments.
- Ensure compliance with RTA legislation and Council policies.



WHAT WE'RE LOOKING FOR

- Excellent communication and customer service skills.
- Experience in housing, facilities, or property management.
- Strong administrative and organisational skills.
- Ability to work independently and prioritise tasks effectively.
- High attention to detail and the ability to manage competing priorities.
- Current C-Class driver's license.



WHAT WE OFFER

- Base salary: \$75,328 per annum
- Superannuation: 12.5%
- Allowances, including Locality Allowance.
- Support for education and training opportunities.
- Five weeks' annual leave and a monthly rostered day off.



HOW TO APPLY

If you would like to join our team, please apply through the link by
COB 16 October 2026



Read more about this role here:

bit.ly/BSC-Employment

Scan me to apply





WE'RE HIRING, JOIN OUR TEAM!

Housing & Facilities Officer

Location: Burketown, QLD

Employment Type: Permanent, Full-time

Burke Shire Council is seeking a detail-oriented and community-minded Housing & Facilities Officer to oversee Council-managed housing and facilities.

This full-time role is your chance to make a real difference by ensuring quality accommodation and facility management for both internal and external stakeholders. You will support the effective delivery of Council housing services and maintain community facilities to a high standard.

About the Role:

- Coordinate property and facility repairs and preventative maintenance schedules.
- Manage tenant processes including applications, inspections, leases, and complaints.
- Maintain accurate records, property registers, and communication logs.
- Liaise with contractors, tenants, and internal departments.
- Ensure compliance with RTA legislation and Council policies.

What We Offer

- Base salary: \$75,328 per annum
- Superannuation: 12.5%
- Allowances, including Locality Allowance.
- Support for education and training opportunities.
- Five weeks' annual leave and a monthly rostered day off.
- Free access to a community gym.

What We're Looking For

- Excellent communication and customer service skills.
- Experience in housing, facilities, or property management.
- Strong administrative and organisational skills.
- Ability to work independently and prioritise tasks effectively.
- High attention to detail and the ability to manage competing priorities.
- Current C-Class driver's license.

How to Apply

If you would like to join our team, please apply through the link below by 16 October 2026.

Apply Here: <https://bit.ly/BSC-Employment>

Council reserves the right to appoint a suitable applicant before the specified closing date.

Chelsea Nelson
People and Culture Manager

Inclusion | Integrity | Innovation | Infrastructure