



POSITION DESCRIPTION

POSITION TITLE	Civil Maintainer
DIRECTORATE – BUSINESS UNIT	Infrastructure – Engineering & Parks Maintenance
LEVEL - EBA	5 - Operational
RESPONSIBLE TO	Civil Maintenance Supervisor (Roads) Civil Maintenance Supervisor (Drainage)

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

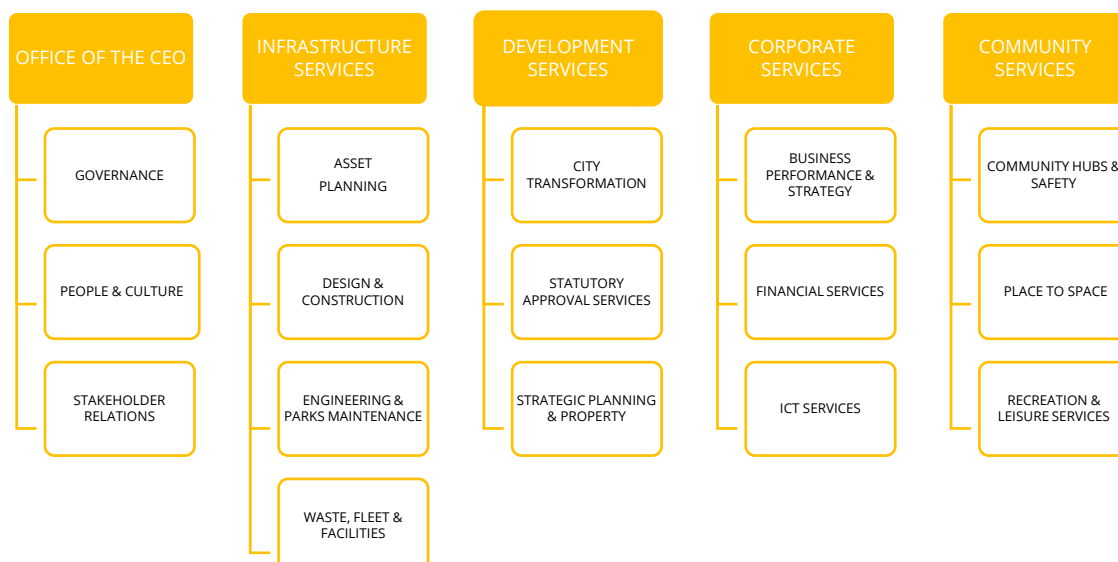
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Safely and efficiently operate and maintain a variety of plant and machinery whilst also undertake manual labouring duties to assist in the completion of civil maintenance works as part of the City's works program, whilst providing a high level of customer service to City's internal and external clients to ensure efficient and effective operations.

There is an opportunity for this position to act in the Team Leader role from time to time, hence having a great leadership skill and willingness to develop and become future leader is looked at very favourably.

KEY RESULT AREAS

CONSTRUCTION & MAINTENANCE WORKS

- Operate and maintain an excavator/bobcat and a variety of items including other plant and machinery as directed to complete civil maintenance and construction projects.
- Experience and sound knowledge of working out and transferring levels.
- Perform a range of labouring tasks, such as installation and maintenance of pipes, culverts, drains, signs, traffic control, gravel roads, asphalt and pothole repairs, etc
- Carry out other duties as directed within the scope of the employee's skills and abilities and in accordance with the Councils Drainage and Road Maintenance program.
- Work with other crews within Infrastructure Maintenance when requested.
- Follow supervisor instruction and carry out other duties as directed.

TRUCK & PLANT OPERATIONS

- Operate excavator, bobcat, trucks, rollers, water cart and equipment in a safe manner.
- Actively participate in the plant and equipment competency assessment process.
- Hold appropriate licences and tickets prior to operation.
- Immediate reporting of plant defects, loss or damage to tools equipment or vehicles
- Responsible for materials, tools, equipment, vehicles and plant in the employees use.
- Responsible for the quality and standard of work performed commensurate with a high level of operator skill.

ADMINISTRATION

- Accurately complete standard forms and paperwork, such as timesheets, work orders, and WHS related documents.
- Assist in the creation and review of working procedures.
- Preparation of store requisitions forms.
- Preparation of routine reports as appropriate, including weekly routine maintenance and plant reports.

COMMUNICATION / CUSTOMER SERVICE

- Liaise and communicate with fellow crew members and supervisors regarding work activities, daily programs etc.
- Provide a high level of customer service when dealing with general enquires and complaints from both internal and external customers.
- Present a positive image of the City to the public.
- A positive focus is proactively fostered and maintained in terms of internal and external communication and customer service, with communication and customer service strategies incorporating the City's Organisational Values.

ETHICAL BEHAVIOUR & COMPETENCY

- Be respectful to your fellow crew members, all City staff and residents.
- Follow instruction and be respectful towards your crew leader, supervisor coordinator and higher management team.
- Effectiveness of the role will require skills in problem-solving as well as excellent skills in communication.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Current WA Construction Induction Card (White Card)
- Basic Worksite Traffic Management (BWTM) and Traffic Controller (TC) tickets or the ability to obtain them.
- Quick Cut Saw ticket or the ability to obtain them.
- Chainsaw ticket would be desirable.

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Demonstrated experience in physical labouring.
- Demonstrated understanding and experience in drainage and road maintenance duties associated with drainage, roads and roadsides.
- Experience in plant and vehicle operations, such as excavator, bobcat, loader, trucks, multi and combo rollers and water cart trucks and maintaining them in good condition.
- Experience in a wide range of power and hand tools i.e. plate compactor, concrete cutter, bitumen cutter, chain saw, jack hammer, etc.
- Knowledge and awareness of WHS rules and regulations, including a sound knowledge of safe working practices.
- Demonstrated communication skills, both written and oral with an ability to deal with members of the public and other council officers.

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Up to date knowledge of drainage/road construction and maintenance techniques and approaches.
- Sound knowledge of materials used on Maintenance and Construction works.
- Knowledge and awareness of environmental issues associated with road maintenance activities.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'HR' (Heavy Rigid) or 'HC' (Heavy Combination) class Driver's Licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Civil Maintenance
DATE PD REVIEWED/APPROVED: 8 September 2026
