



POSITION DESCRIPTION

POSITION TITLE	Civil Maintenance Supervisor (Drainage)
DIRECTORATE – BUSINESS UNIT	Infrastructure – Engineering & Parks Maintenance
LEVEL - IA	6 - Salaried
RESPONSIBLE TO	Coordinator Civil Maintenance

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

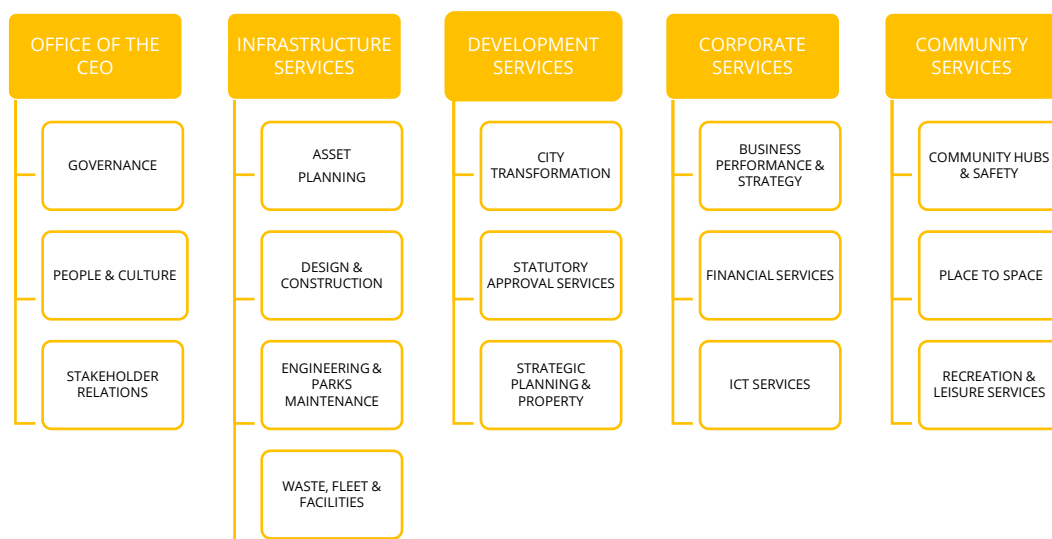
OUR SIMPLE GUIDING PRINCIPLES

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, 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

The Civil Maintenance Supervisor will be responsible for the management of City staff and contractors to undertake reactive and proactive maintenance of City infrastructure such as but not limited to drainage pipes & manholes, open drains, compensation basins, minor road issues etc or as directed by your line manager in a safe and efficient manner. The Civil Maintenance Supervisor may also assist in the delivery of minor capital works.

KEY RESULT AREAS

Lead the Civil Maintenance Team to deliver the proactive maintenance program, and all reactive maintenance in a timely manner, within allocated budget in accordance with statutory requirements and the City's quality standards. Manage supply contracts and contractors, procure and purchase goods and services in accordance with the City's purchasing policy.

LEADERSHIP AND STRATEGY

- Demonstrate the City's values and work in accordance with the City's Code of Conduct.
- Sets a professional and personal example and standard for crew and/or contractors.
- Ensure personal and team's compliance with all legislative requirements including IR, WHS and EEO.
- Leads collaboratively with others and builds positive relationships with all stakeholders within the City and externally.
- Identify innovative opportunities/improvements to ensure that service delivery planning meets the needs of the community.
- Assist with the development and review of policies related to civil and infrastructure works within the Infrastructure Services Department.
- Operate under limited direction
- Undertake a range of functions and assist to develop operational policies, practices and guidelines for functions that.
- Set project priorities, plan and organise their own work and that of staff and establish most appropriate operational methods for civil maintenance.
- Provide support to Coordinator and Manager in undertaking tasks where required.
- Provide leadership to staff within the service delivery area to meet the core and aspirational values.
- Allocate tasks and manage resources to ensure organisational goals and objectives are effectively delivered.
- Actively participate in training as required or offered by the City and promote uptake within the teams.
- Optional participation in the After-Hours/on-call roster, conditions will be in alignment with relevant Workforce Agreement.
- Oversee upskilling and roster for civil maintenance cross functional teams.

CIVIL MAINTENANCE

- Undertake construction, maintenance and inspection of City owned infrastructure and provide reports and recommendations (as required) on City owned infrastructure.
- Assist with prioritising and managing maintenance requests and complaints using the City' customer request system.

- Supervise minor projects including the identification of the materials required and ensuring the availability of appropriate labour, tools and equipment to complete works on time and within budget.
- Maintain and ensure that all administrative tasks are conducted and reported in accordance with the City policies.
- Ensure team and/or Contractor operate items of plant and equipment in a safe manner that is consistent with safe work practices and in accordance with manufacturer's instructions and guidelines.
- Actively participate in the plant and equipment competency assessment process, if required.
- Hold appropriate licences and tickets prior to the operation of plant and machinery operation, if required.

WORK PLANNING AND DELIVERY

- Work collaboratively with Coordinator, Supervisors, and Manager to plan and deliver proactive and reactive maintenance work, and minor capital works.
- Work through the assigned maintenance activities, plan, and schedule work in accordance with the priorities and urgency.
- After hours on-call – supervise the workflow of team members involved in this service and ensure documentation for after-hours works is accurate and processed correctly
- Monitor the budget and if necessary, flag any budget shortfall prior to work commencements.
- Liaise with external agencies to gain the necessary approvals prior to work commencement.
- Ensure notifications are sent out to the relevant authorities and residents prior to work commencements.
- Appropriate planning is very important for this role. Ensure, site is accessible, all material is ordered and ready and the contractor is fully aware of the scope of work.
- Assigned work activities may change from time to time, it is vital to adapt to the changes to ensure the assigned work is delivered on a timely manner.
- Prepare all the required documentation for contractor engagement including but not limited to Tenders, quotations, PO, invoice etc.
- Ensure all the necessary safety documentation is completed and filed.
- Monitor contractor performance and do the due diligence to ensure work is completed safely and meets City's quality standards by effective contract management practices.
- Ensure contractor personnel and new staff members/casuals are inducted as per the City safety policy and ensure they continue to undertake works in a safe manner.
- Ensure City record keeping policy is adhered to at all times.

RESPECTFUL WORKPLACE

- Always show a positive and 'can-do' attitude.
- All forms of communications with contractors, work colleagues, management, City staff and the community shall be in a respectful manner.

- Avoid involvement in controversial and gossip conversations.

CUSTOMER SERVICE

- Attend to ratepayer, resident and customer queries regarding the area of responsibility within the requirements of the adopted Customer Service Charter.
- Provide timely resolution of customer requests and issues relating to Civil Maintenance, ensuring customers receive regular, accurate updates and effective communication throughout the lifecycle of their request.
- Lead and develop a relationship with the contractors to ensure they are customer service focused.
- Promote a positive and collaborative approach to the resolution of customer requests.
- 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.

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, with any instruction given by the City to comply with WHS laws.
- Cooperate with any policy or procedure of the City relating to health or safety at the workplace.
- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its Statutory work health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the appropriate processes are followed for work-related incidents, hazards and risks and respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.
- Ensure teams complete required forms and paperwork, such as timesheets and safety documents including JSA, Take 5, event statements and Traffic management paperwork, and if required report in a timely manner.
- Conduct daily morning pre-start with the team.

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 (CIC) 'White' Card.
- Basic Worksite Traffic Management (BWTM) and Traffic Controller (TC) tickets or the ability to obtain such certificates.
- Completed or working towards Certificate 4 in supervision or relevant experience in civil maintenance and contractor management.
- Sound knowledge of Microsoft Office, Synergy and any other relevant software programs
- Participation in ongoing training as required.

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Basic First Aid Training Qualification
- Advanced Worksite Traffic Manager (AWTM)
- Experience in asbestos identification and removal.
- Experience in classified High-Risk Work under the WHS regulations.

SELECTION CRITERIA

1. Experience in procurement, contract management and tendering process.
2. Demonstrated experience in civil maintenance works and ability to prioritise work.
3. Experience in interpretation of drawings, project estimation, budgeting, and budget monitoring.
4. Sound knowledge of obtaining permits and liaising with various stakeholders.
5. Intermediate skills in MS Office Suite and various accounts and recording keeping software programs.
6. Knowledge and awareness of environmental issues associated with Civil Maintenance activities.
7. Knowledge and awareness of WHS rules and regulations, and a sound knowledge of safe working practices.

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 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.
2. Current "HR" (Heavy Rigid) class driver's licence.

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: 13 August 2026
