

City of Albany

Application Pack Civil Worker



About the City of Albany

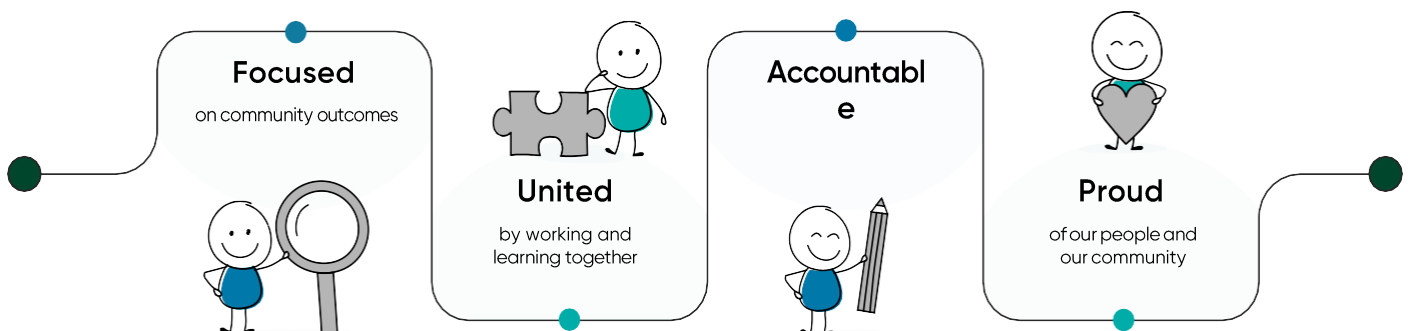
The City of Albany is one of Western Australia's most important and historic regional Cities. The services, facilities and activities that we offer are continually evolving and expanding. As an employee of the City, you can help us to reach our full potential.

We employ around 500 staff members and provide an exceptional and committed service to the City of Albany, and we create an environment where every employee has an opportunity to succeed. We are committed to a more diverse workforce and promote diversity and equal opportunity employment.

The City offers some great benefits including flexibility in when and where you work to ensure a work-life balance. You will also enjoy a range of other benefits including:

- ✓ Superannuation co-contributions of up to \$4,500 per financial year.
- ✓ Professional development opportunities, including training, memberships, and study assistance.
- ✓ Excellent leave entitlements including annual leave loading and the ability to purchase up to an additional 8 weeks' annual leave per year.
- ✓ Employee health and wellness program and initiatives including yearly flu vaccinations, skin checks and health assessments.
- ✓ Novated Leasing (where applicable)
- ✓ Access to our Employee Assistance Program (EAP) for you and your family.
- ✓ Free ALAC Memberships.
- ✓ Festive leave days.
- ✓ Volunteering support.
- ✓ Generous study assistance.
- ✓ Employee recognition program.
- ✓ Discounted Private Health Insurance.

Our Values

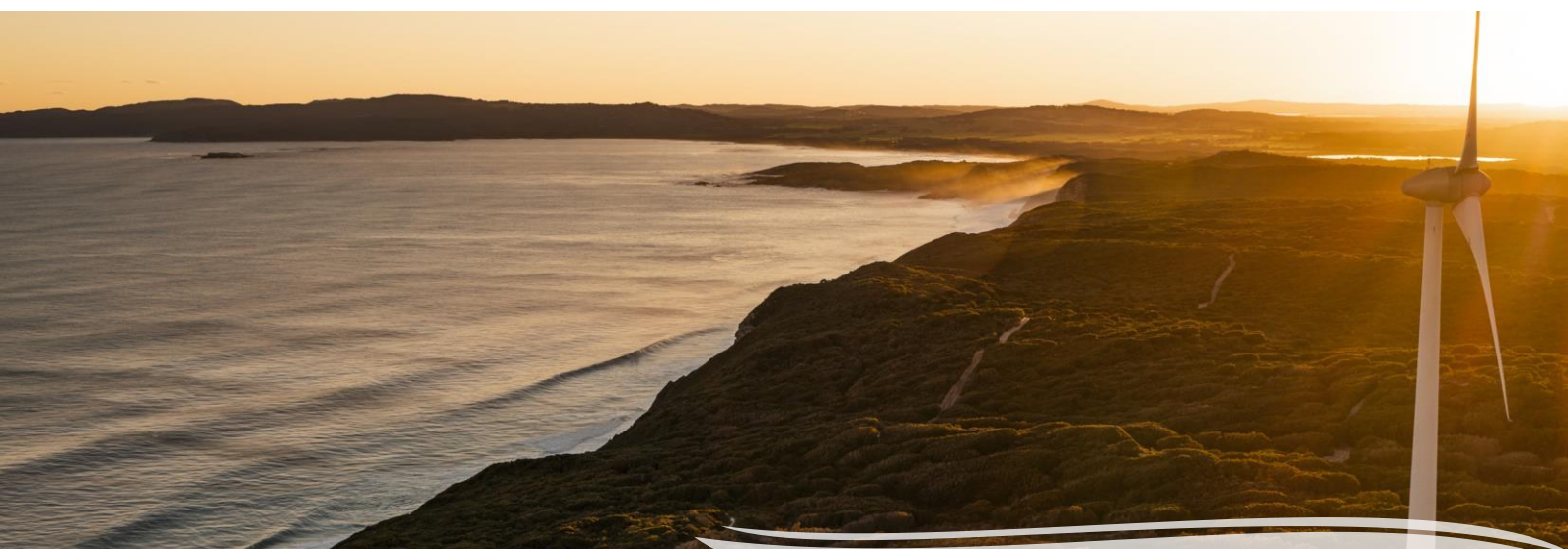


About the Opportunity

The City of Albany is looking for a passionate, experienced and dedicated individual for the position of **Civil Worker**.

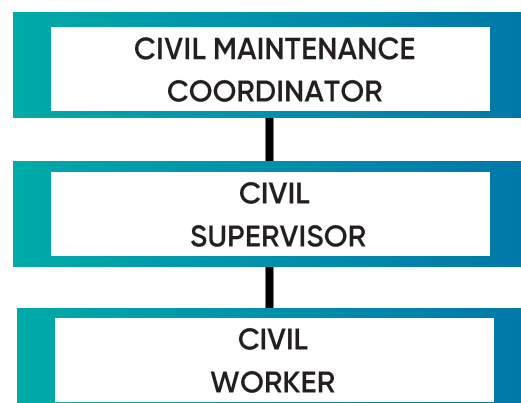
This position will see you support the provision and delivery of quality public services for the Albany community.

Location	Mercer Road Depot
Agreement	City of Albany Industrial Agreement 2023
Status	Permanent – Full-Time
Salary	Level 3.1 to 6.3 (\$65,483.31 to \$ 74,528.19 per annum) dependent on skills, knowledge and experience
Hours	152 hours per 4 weekly cycle to be worked Monday to Friday between the hours of 6.00am and 6.00pm
RDO	9 day per 2-week period <i>Note: Ordinary hours will generally be worked as 8.5 hours for 8 days, 8 hours for one day and 1 Rostered Day Off in any 2-week period</i>
Annual Leave	4 weeks paid annual leave each year (pro rata) 17.5% leave loading
Long Service Leave	Available after 7 years of service in accordance with the Regulations
Other Leave	Personal Leave, Compassionate leave and Parental Leave as set out in and in accordance with the City of Albany Enterprise Agreement
Superannuation	The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992
Probationary Period	Appointment is subject to a satisfactory federal police clearance.
Medical	Appointment is subject to a pre-employment medical exam
Federal Police Clearance	Appointment is subject to a satisfactory federal police clearance



Position Description

Title	Civil Worker – Level 3
Level	Level 3 City of Albany Industrial Agreement 2023
Directorate	Infrastructure, Development and Environment
Reports to	Civil Supervisor
Responsible for	Nil



Position Objective

This position is responsible for working in a support role within the City of Albany to:

- Make a positive contribution to the construction and maintenance teams.
- Be a team player and always be on the lookout for how we can improve the way we do things.
- Safely and responsibly operate plant and equipment and undertake manual tasks.
- Respect fellow staff and all members of the community.

Key Responsibilities

GENERAL

- Operate machinery on a daily basis with limited supervision.
- Operate plant and equipment responsibly and safely under the direction of your coordinator or team leader.
- Undertake manual tasks such as drainage, paving, sign maintenance, concrete works responsibly and safely under the direction of your Leading Hand or their delegate.
- To undertake duties on a rotational schedule that allows for the training of staff with the aim of building a multi-skilled work force.
- Required to make technical and operational decisions related to own work.

INTERPERSONAL SKILLS/CUSTOMER SERVICE

- Contribute at team meetings and be constructive and positive as a team member.
- Show respect and courtesy to fellow staff and the public.

WORK HEALTH AND SAFETY

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

Requirements

SKILLS

- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Basic oral, written and numeracy skills.
- Physical fitness capable of undertaking manual labour.
-

KNOWLEDGE

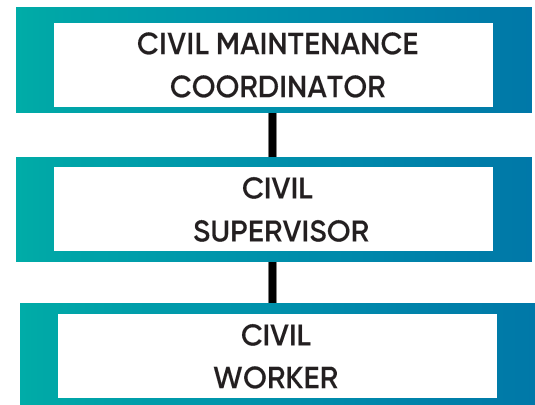
- Understanding of WHS requirements on a works site.

EXPERIENCE AND QUALIFICATIONS

- Previous experience as a machine operator (desirable)
- Previous experience working in a civil construction team (desirable).
- Minimum "C" Class Drivers Licence, "HR" preferred.
- WA Whitecard.
- National Police Clearance.
- Basic Traffic Management (desirable).
- Basic Resuscitation (desirable).

Position Description

Title	Civil Worker – Level 4
Level	Level 4 City of Albany Industrial Agreement 2023
Directorate	Infrastructure, Development and Environment
Reports to	Civil Supervisor
Responsible for	Nil



Position Objective

This position is responsible for working in a support role within the City of Albany to:

- Make a positive contribution to the construction and maintenance teams.
- Be a team player and always be on the lookout for how we can improve the way we do things.
- Safely and responsibly operate plant and equipment and undertake manual tasks.
- Respect fellow staff and all members of the community.

Key Responsibilities

GENERAL

- Operate machinery on a daily basis with limited supervision.
- Operate plant and equipment responsibly and safely under the direction of your coordinator or team leader.
- Undertake manual tasks such as drainage, paving, sign maintenance, concrete works responsibly and safely under the direction of your Coordinator, Supervisor, Leading Hand or their delegate.
- To undertake duties on a rotational schedule that allows for the training of staff with the aim of building a multi-skilled work force.
- Required to make technical and operational decisions related to own work.
- Care and Maintenance of City plant and equipment

INTERPERSONAL SKILLS/CUSTOMER SERVICE

- Contribute at team meetings and be constructive and positive as a team member.
- Show respect and courtesy to fellow staff and the public.

WORK HEALTH AND SAFETY

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

Requirements

SKILLS

- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Basic oral, written and numeracy skills.
- Basic understanding and use of email, internet and portable digital devices
- Physical fitness capable of undertaking manual labour.

KNOWLEDGE

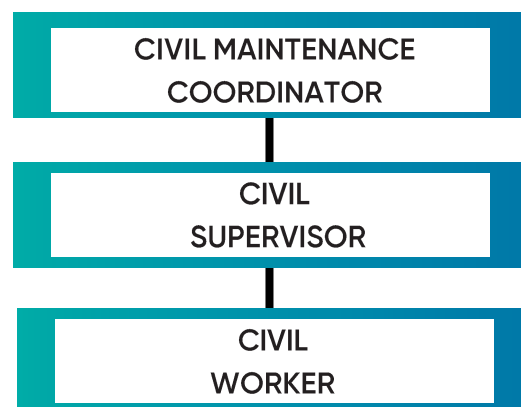
- Understanding of WHS requirements on a works site.

EXPERIENCE AND QUALIFICATIONS

- At least 12 months experience as a machine operator.
- At least 12 months experience working in a civil construction team, or equivalent.
- "C" Class Driver's Licence, MR or above (desirable).
- WA Whitecard.
- National Police Clearance.
- Certificate III Civil Construction (desirable).
- Basic Traffic Management.
- Basic Resuscitation.
- Other Accreditations such as forklift licence (desirable).

Position Description

Title	Civil Worker – Level 5
Level	Level 5 City of Albany Industrial Agreement 2023
Directorate	Infrastructure, Development and Environment
Reports to	Civil Supervisor
Responsible for	Nil



Position Objective

This position is responsible for working in a support role within the City of Albany to undertake all construction and maintenance works in a manner which complies with the City's specified work standards.

Key Responsibilities

GENERAL

- Operate machinery on a daily basis with limited supervision.
- May be responsible for the supervision and limited guidance of a small work group.
- Undertake manual tasks such as drainage, paving, sign maintenance, concrete works responsibly and safely under the direction of your Coordinator, Supervisor, Leading Hand or their delegate.
- Undertake the training and coaching of staff members in various workplace operations or in the operation of equipment.
- To undertake duties on a rotational schedule that allows for the training of staff with the aim of building a multi-skilled work force.
- Required to make technical and operational decisions related to own work.
- Care and maintenance of City plant and equipment.

INTERPERSONAL SKILLS/CUSTOMER SERVICE

- Contribute at team meetings and be constructive and positive as a team member.
- Show respect and courtesy to fellow staff and the public.

WORK HEALTH AND SAFETY

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

Requirements

SKILLS

- Ability to think and act with a long-term perspective, ensuring that plans and outcomes contribute to City of Albany priorities.
- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Competent oral, written and numeracy skills.
- Competent understanding and use of email, internet and portable digital devices
- Physical fitness capable of undertaking manual labour.

KNOWLEDGE

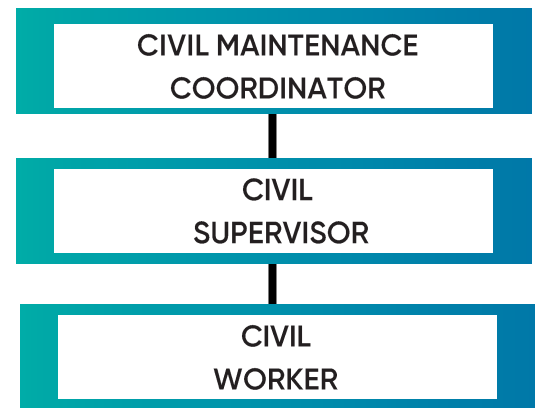
- Good Knowledge and Understanding of WHS requirements on a works site.

EXPERIENCE AND QUALIFICATIONS

- At least two years' experience as a machine operator (skidsteer, roller, loader, excavator)
- At least two years' experience working in a civil construction team, or equivalent.
- At least a MR Class Driver's Licence, HR preferred.
- WA Whitecard.
- National Police Clearance.
- Minimum of 12 months at Level 4 (or equivalent experience).
- Completion of mentoring/communication module (desirable).
- Certificate III in Civil Construction (desirable).
- Basic Traffic Management.
- Basic Resuscitation.
- Other Accreditations such as forklift driver, skidsteer, roller, loader, excavator or "HC" Class Driver's Licence (desirable)

Position Description

Title	Civil Worker – Level 6
Level	Level 6 City of Albany Industrial Agreement 2023
Directorate	Infrastructure, Development and Environment
Reports to	Civil Supervisor
Responsible for	Nil



Position Objective

This position is responsible for working in a support role within the City of Albany to undertake all construction and maintenance works in a manner which complies with the City's specified work standards.

Key Responsibilities

GENERAL

- Operate civil plant and equipment as directed daily with limited supervision.
- May be responsible for the supervision and guidance of a small work group.
- Undertake manual tasks such as drainage, paving, sign maintenance, and concrete works responsibly and safely under the direction of your Coordinator, Supervisor, Leading Hand or delegate.
- Undertake the training and coaching of staff members in various workplace operations or equipment operations, where suitably qualified and competent.
- Required to make technical and operational decisions related to own work.
- Train staff in-house in specialist area to a point where an assessor can accredit.
- Where suitably qualified and competent, undertake other construction and maintenance duties as required.
- Care and maintenance of City plant and equipment

INTERPERSONAL SKILLS/CUSTOMER SERVICE

- Contribute at team meetings and be constructive and positive as a team member.
- Show respect and courtesy to fellow staff and the public.

WORK HEALTH AND SAFETY

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

Requirements

SKILLS

- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Competent oral, written and numeracy skills.
- Developed understanding and use of email, internet and portable digital devices.
- Physical fitness capable of undertaking manual labour.
- Ability to work independently or as part of a team.
- Ability to operate plant and equipment in a safe manner.
- Ability to train others in the use of plant and equipment relevant to this role.

KNOWLEDGE

- Good Knowledge and Understanding of WHS requirements on a works site.

EXPERIENCE AND QUALIFICATIONS

- At least 3 years previous experience working in a civil construction team, or equivalent.
- Supervision of a small team.
- At least 'HR' Class Driver's Licence.
- Minimum of 3 years' experience plant operator – skidsteer, excavator, sweeper, grader, OR HC/MC operator with Minimum of 3 years' experience in Truck & Trailer / semi / low loader.
- WA Whitecard.
- National Police Clearance.
- Completion of a mentoring/communication course or equivalent.
- Certificate III in Civil Construction (highly desirable).
- Basic Worksite Traffic Management qualification.
- First Aid certification.
- Other Accreditations such as forklift licence, crane operator (desirable).

How To Apply

Making Enquiries

For general enquiries regarding the application process please contact People and Culture on 08 6820 3110.

For specific enquiries regarding the position please contact Alwyn Grove on 6820 3278.

Completing Your Application

When preparing your application, you **MUST** include the following to be considered for interview:

1. Please submit a covering letter of no more than two pages demonstrating your suitability for the role based on the key points outlined **BELOW**.
No separate "key selection criteria" are required for this position.

To be considered for interview – your cover letter must clearly address how you meet the key points outlined below.

- Basic oral, written and numeracy skills.
 - Physical fitness capable of undertaking manual labour.
 - Relevant licenses and qualifications.
 - Previous experience as a machine operator (required)
 - Previous experience working in a civil construction team.
2. A resume (or curriculum vitae), which provides your current contact details, relevant personal details, qualifications, work history and the details of two recent work referees details, qualifications, work history and the details of two recent work referees.

Lodging Your Application

1. Go to our website at **albany.wa.gov.au/currentvacancies**
2. Select the relevant position
3. Click on '**Apply**' and complete all mandatory fields. You will be required to attach your completed cover letter and resume to the application (as two separate electronic documents)

In the instance of a limited number of applications, the City reserves the right to extend the recruitment advertisement dates.

For reasons of equity, LATE APPLICATIONS CANNOT BE ACCEPTED. Please ensure that you allow enough time for your submission to be received by us before the closing time.

Deadline: Applications close **5pm, Monday 2 February 2026**



City of Albany

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