



CITY OF ALBANY POSITION INFORMATION CIVIL MAINTENANCE COORDINATOR

POSITION: Civil Maintenance Coordinator

LOCATION: Infrastructure; development & Environment / Operations Team
Mercer Road Depot.

DATE: October 2024

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.

CONDITIONS OF EMPLOYMENT:

Agreement: City of Albany Industrial Agreement 2023.

Status: Permanent Full Time Employment

Salary: Level 9.1 to 9.4 (\$113,185.72 to \$119,530.50 per annum) dependant on skills, qualifications and experience.

Ordinary Hours: 152 hours per 4 weekly cycle, to be worked Monday to Friday between the hours of 6.00am and 6.00pm

Variable work arrangements: Variable work arrangements are available in negotiation with team supervisors/managers and in accordance with the organisation's customer service requirements.

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: The Officer is entitled to:
a) Personal leave;
b) Compassionate leave; and
c) Parental leave

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: 3 months.

Medical: Appointment is subject to a pre-employment medical declaration.

Federal Police Clearance: Appointment is subject to a satisfactory federal police clearance

***For further enquiries, please contact Damon Lawrence, Manager Operations
on (08) 6820 3979 or damon.lawrence@albany.wa.gov.au.***



**CITY OF ALBANY
KEY SELECTION CRITERIA
CIVIL MAINTENANCE COORDINATOR**

APPLY ONLINE FOR THIS VACANCY AT www.albany.wa.gov.au

PLEASE ONLY ADDRESS THE SELECTION CRITERIA BELOW, NOT THE CRITERIA AS LISTED IN THE POSITION DESCRIPTION

Within your application, please tell us about your previous experience in a similar role addressing the selection criteria below (refer to point 2 under “Completing your Application” on the ‘*Advice for the Prospective Applicants*’ page of this information pack.)

KEY SELECTION CRITERIA

- Advanced leadership and team management abilities, with experience in guiding cross-functional teams and managing large-scale projects.
- Excellent communication and stakeholder management skills, with experience in leading high-level negotiations and community engagement.
- Proficiency in project and program management methodologies, with a focus on optimising efficiency and resource utilisation.
- Detailed understanding of civil design and construction techniques and processes.
- Developed understanding of civil construction operations, standards, levels of service, budget and financial requirements, relevant legislation and policies, preferably within a local government context.
- Strong financial acumen, including experience in long-term operational budgeting and financial risk management.
- Degree or Tertiary experience qualification and relevant working experience.
(Please see position description for both required and desirable qualifications).