



CITY OF ALBANY POSITION INFORMATION CIVIL MAINTENANCE PLANNER

POSITION: Civil Maintenance Planner

LOCATION: Infrastructure, Development & Environment / Operations Team
Mercer Road Depot.

DATE: December 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 7.1 to 7.4 (\$95,641.64 - \$100,623.03 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 PLANNER

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

- Well-developed verbal and written communication skills with the ability to adapt different communication styles to different scenarios
- Demonstrated experience in civil infrastructure asset management, project planning, and maintenance scheduling.
- Proven ability to scope, plan, and coordinate maintenance projects using tools like MS Project or equivalent.
- Strong organisational skills, with the ability to manage multiple projects, prioritise tasks, and apply project management principles to meet deadlines in a large organisational setting.
- Relevant qualifications and experience in civil infrastructure, with strong knowledge of civil design, construction, and maintenance processes.