



## CITY OF ALBANY POSITION INFORMATION CIVIL MAINTENANCE PLANNER

**POSITION:** Civil Maintenance Planner

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

**DATE:** May 2025

*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 Alwyn Grove, Civil Maintenance Coordinator  
on (08) 6820 3278 or [alwyn.grove@albany.wa.gov.au](mailto:alwyn.grove@albany.wa.gov.au).***



## **CITY OF ALBANY KEY SELECTION CRITERIA CIVIL MAINTENANCE PLANNER**

**APPLY ONLINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://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.