

Come for a career and stay for
a lifestyle!



KARRATHA is CALLING

Facility Maintenance Project Officer

Salary Package: ranges from \$94,435 to \$100,092 per annum plus 13% super

The City is entering a new and exciting chapter. Guided by our Council Plan 2025-2035, we are investing in the infrastructure, facilities and community assets that will support our growing region for years to come. This is a fantastic opportunity to join our Facilities Maintenance team and play a key role in delivering projects that enhance the places where our community lives, works and connects.

What You'll Do:

- Support the planning, coordination and delivery of capital works and infrastructure renewal projects
- Assist in the delivery of projects including building refurbishments, facility upgrades, infrastructure renewals, including sports lighting projects, mechanical systems upgrades and building maintenance works
- Undertake project administration including investigations, feasibility studies, reporting and project documentation
Coordinate stakeholders, consultants, contractors and project working groups to ensure successful project outcomes
Assist with tendering, procurement, contract administration and budget monitoring
- Support the development and implementation of project management processes and future project planning activities
- Monitor project progress and contribute to reporting for internal and external stakeholders

What You'll Bring:

- Tertiary qualification in Project Management (desirable)
- Experience in project administration or project delivery within infrastructure, construction, facilities maintenance or local government environments
- Strong organisational skills with the ability to manage multiple priorities and deadlines
- Sound understanding of project management principles, contract administration and procurement processes
- Excellent written, verbal and stakeholder engagement skills
- Strong computer skills, particularly across Microsoft Office applications and project management/reporting systems
- A proactive approach, attention to detail and a commitment to delivering quality outcomes

Why Join Us?

- 6 weeks annual leave and 13% superannuation
- Allowances up to \$25,103 available for employees residing in Karratha
- Free Karratha Leisureplex or Wickham Recreation Precinct membership, and a salary sacrificing option (up to \$500 per annum) for specific programs or family members
- Up to \$3,000 per year for approved study assistance
- Employee Assistance Program (EAP) for confidential wellbeing support

For enquiries about this position, please contact our People & Culture team on (08) 9186 8543.