



City of
Kalgoorlie
Boulder

Position Description

Position Title: Caretaker City Facilities

Position Details

Position Number	4521
Position Classification	Level 4
Status	Permanent Full Time
Directorate	Engineering
Business Unit	Asset Maintenance - Caretaker Services
Work Location	Works Depot & various City Facilities
Reports To	Leading Hand – Caretaker Services
Supervisory Responsibility	No direct/indirect supervisory responsibilities

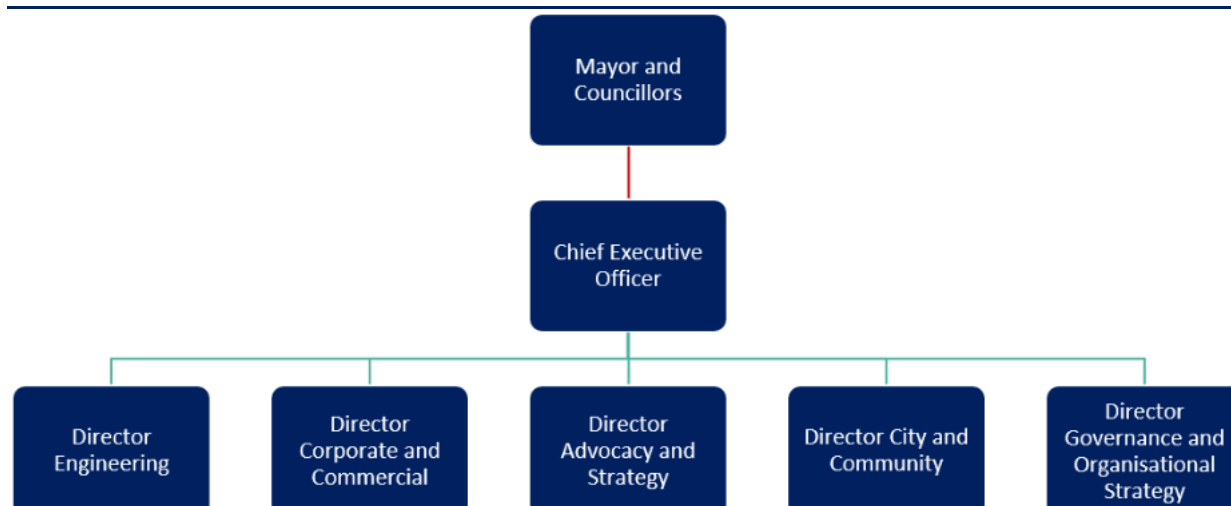
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

MISSION

"Working together for the place and people we call home."

Position Overview and Purpose

The Caretaker is responsible for the caretaking, day-to-day cleaning, security, inspection and operational readiness of assigned City facilities. Operating under the direction of the Leading Hand – Caretaker Services, the position ensures assigned facilities are clean, safe, secure, serviceable and ready for public use, Council activities, meetings, elections, functions and events. The position identifies and promptly reports defects, hazards, security concerns and maintenance requirements, provides access and operational assistance to authorised contractors and facility users, and delivers courteous and professional customer service consistent with the City's standards and values.

Position Accountabilities

Key accountabilities

Facility Care, Presentation & Operations

- Maintain assigned City facilities in a clean, safe, secure and presentable condition.
- Perform scheduled cleaning, caretaking, security and facility preparation activities in accordance with approved procedures and service standards.
- Open, close and secure facilities as required.
- Prepare and support facilities for meetings, elections, functions and events.
- Set up and restore rooms, furniture and equipment for Council meetings, elections, functions and community events.
- Maintain specialist facility items including clocks, curtains and associated equipment where required.
- Provide after-hours caretaker support in accordance with approved rosters.

Inspections, Maintenance and Asset Support

- Conduct routine inspections of facilities and identify defects, hazards and maintenance requirements.
- Report defects, damage and maintenance needs through approved systems and processes.
- Assist with basic maintenance activities within the limits of training and authorisation.
- Provide authorised contractors with access to facilities when required.
- Maintain inspection and maintenance records as required.

Workplace Health and Safety

- Undertake all duties safely and in accordance with legislation, policies and safe work procedures.
- Report hazards, incidents, injuries and near misses.
- Use equipment, chemicals and PPE safely and appropriately.
- Assist in maintaining a safe environment for staff, contractors and facility users.

Customer Service and Teamwork

- Provide professional and courteous assistance to facility users, contractors, elected members, staff and visitors.
- Work cooperatively with colleagues and contribute to effective service delivery.
- Complete required records, task lists and documentation accurately and on time.
- Maintain confidentiality and protect City information.

Other Duties / Ad Hoc Tasks

- Undertake other duties within the employee's skills, competence and training, as reasonably directed by the Supervisor.

Key Performance Indicators

1. Facilities maintained to agreed cleanliness, presentation and operational standards.
2. Opening, closing and security procedures completed in accordance with requirements.
3. Defects, hazards and maintenance issues identified and reported within required timeframes.
4. Facilities prepared for meetings, functions and events as scheduled.
5. Compliance with WHS requirements and mandatory training obligations.

6. High standards of customer service and stakeholder satisfaction.
7. Accurate completion of required records and documentation.
8. Positive contribution to teamwork and organisational values.

Judgement & Decision Making

- Plan and organise daily tasks within approved work schedules and service standards.
- Identify and report defects, hazards, security concerns and maintenance requirements.
- Take reasonable action within delegated authority to ensure facilities remain safe and secure.
- Refer complex, high-risk or non-routine matters to the Leading Hand.

Skills & Knowledge

Essential criteria

- Experience in cleaning, caretaking, facilities maintenance or a related field.
- Ability to undertake physical duties safely and effectively.
- Ability to identify and report maintenance requirements and hazards.
- Ability to work flexible hours including evenings, weekends and public holidays for events and facility support.
- Good communication and customer service skills.
- Ability to work both independently and as part of a team.
- Basic administrative and record-keeping skills.
- Current National Police Clearance.
- Current WA C-Class Driver's Licence.

Recommended Desirable criteria

- Certificate II or III in Cleaning Operations, Property Services or related discipline.
- First Aid Certificate.
- Experience in public facilities, event support or local government environments.
- Basic maintenance experience.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- Adhere to all City policies, procedures, Codes of Conduct and relevant legislative requirements.
- Deliver high-quality internal and external customer service in accordance with the City's Customer Service Charter and organisational values.
- Ensure all stakeholders are treated in a professional, respectful, timely and courteous manner.

- Actively identify, report and manage risks in accordance with the City's Risk Management Framework and relevant procedures.
- Contribute to a positive, inclusive and collaborative workplace culture through ethical, professional and accountable behaviour.
- Take reasonable care for personal health and safety and the health and safety of others in accordance with Work Health and Safety requirements.
- Participate in continuous improvement initiatives and support the achievement of corporate and business unit objectives.
- Comply with all information management, recordkeeping, privacy and confidentiality requirements.