

Parks & Natural Areas Assets Officer

Base Salary ranges from \$85,566 to \$91,466 plus 13% super

We are looking for a Parks & Natural Areas Assets Officer to join our Infrastructure Services team

It's an exciting time to join the City. As we bring the Council Plan 2025–2035 to life, we are growing and reshaping our organisation to better deliver on the priorities that matter most to our community. That means new opportunities for people who want to contribute to meaningful work, help shape how we deliver services, and be part of a team building for the future.

About the Role

- Support the coordination of asset inspections, reactive maintenance, and renewal programs for parks, playgrounds, reticulation systems, and associated infrastructure.
- Assist with procurement activities, project delivery, contractor coordination, and capital renewal programs across Parks and Natural Areas assets.
- Maintain asset records, schedules, project documentation, inspection data, purchase orders, and invoicing processes.
- Provide technical and administrative support, including developing specifications, attending stakeholder meetings, and delivering high-quality customer service.

Role Requirements

- Strong administrative and organisational skills, with the ability to manage multiple projects, priorities, and deadlines.
- Excellent written and verbal communication skills, with strong attention to detail and proficiency in Microsoft Office applications.
- Ability to work collaboratively with internal and external stakeholders and contribute effectively within a team environment.
- Qualification in horticulture, arboriculture, conservation and land management, or irrigation (desirable), along with a current C Class Driver's Licence.

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

**Come for a career and
stay for a lifestyle!**