Position Title: Senior Civil Plant Operator

Position Details

Position Number	4433
Position Classification	Level 5/1 – 5/7
Status	Permanent - Full Time
Directorate	Engineering Services
Work Location	Works Depot
Reports To	Supervisor Civil Projects
Supervisory Responsibility	Depot civil maintenance and construction crew

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.

MISSION

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

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*.

Position Overview and Purpose

This position is responsible for assisting in the construction and maintenance of footpaths, shared use paths, kerbing, minor concrete installations and verges within the City of Kalgoorlie-Boulder role as directed by the Supervisor Civil Maintenance and Construction.

Position Accountabilities

Key accountabilities

- Operate a variety of plant and equipment associated with the day-to-day maintenance and development of Council's assets. Provide in the field training and supervision to other staff to raise competency and safety in machine operation.
- Assist the department in achieving its required goals and obligations on its roads, drainage, footpaths, laneways, verges and other Programs as required.
- Ensure safe and effective operation of all plant, machinery and equipment associated with this position.
- Liaise directly with affected stakeholders, contractors and suppliers on matters pertaining to the maintenance and development of footpaths, shared use paths, kerbing, minor concrete installations and verges as directed by Senior Civil Maintenance and Construction.
- Assist the Supervisor Civil Maintenance and Construction in ensuring adequate and timely delivery of materials and services for the efficient delivery of the construction and maintenance program.
- Carry out physical duties as and when required on the City's Work Programs for footpaths, shared use paths, kerbing, minor concrete installations and verges and other Programs as required.
- Inspect structures, amenities and assets and report any damage and hazards to Supervisor Civil Maintenance and Construction promptly. Make safe as instructed.
- Assist with the City's traffic management and traffic control as and when required.
- Other accountabilities as directed by the Supervisor Civil Maintenance and Construction, Coordinator Civil Construction and Fleet and or Manager Operations.
- Adhere to all City of Kalgoorlie-Boulder policies and procedures and ensure personal safety at work and that of others.

Key Performance Indicators

- Ensure all WHS obligations are met as per the City's policies and procedures and complete Take 5's Risk assessment, SWMS and Plant and pre-starts.
- Meet work schedule/ attendance expectations for the position and always maintains a professional image.
- Complete assigned work tasks in a thorough, accurate and timely manner that achieves expected outcomes to all required standards.
- Advise immediate supervisor by text message and/or telephone call of all absences and expected duration before scheduled start of shift.
- Ensure maintenance of vehicles, plant, machinery and equipment in a clean, presentable and serviceable manner.
- Complete all tasks documentation fully and accurately and daily.
- Complete assigned work tasks in a thorough, accurate and timely manner that achieves expected outcomes to all required standards.
- Completes timesheets or leave applications daily.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.

- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from Supervisor Civil Maintenance and Construction.
- Apply legislation and Council policy direction to decision-making with guidance from Supervisor Civil Maintenance and Construction.
- Work together effectively with the Depot leadership team to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Minimum of 5 Years experience in a similar position in civil construction and maintenance, including roads and drainage
- Minimum of 5 Years experience in Operating a least of 2 of the listed mobile plant (Grader, Excavator and Bobcat) but not limited.
- Experience in working with levels, laser levels and a good understanding construction site plans. Final Trim operators will be an advantaged.
- Good written and verbal communication skills.
- Ability to work in a team environment.
- Previous experience in operation of maintenance and construction plant and equipment.
- Competent and currently qualified to operate maintenance and construction plant and equipment.
- Holder of a Traffic Management qualification or be willing to obtain.
- Current satisfactory National Police Clearance.
- Current WA "HC" class driver's licence (Manual) or be willing to obtain. Minimum "HR" class driver's licence essential.

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 of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.