

Information Pack

Concrete Finisher / Plant Operator

Your application must be lodged online – [City of Rockingham Jobs](#)

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

“Refer to Resume” is not regarded as a response; your application will be regarded as incomplete and it will not proceed.

Applications will be accepted until **4pm on Friday 18 September 2026**

In the interests of fairness and equity, late applications will not be accepted.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	City of Rockingham Depot, Crocker Street, Rockingham
Agreement	City of Rockingham Outside Workforce Industrial Agreement 2023, or its successor
Gross Wage	\$1,466 per week which incorporates all allowances including the adverse conditions allowance and penalty rates
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 9-day fortnight (ie 76 hours worked over (9) days with the 10 th day rostered off). Hours will normally be worked from 6.30am to 3.30pm
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. • A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City. The assessment will focus on the Functional and PPE Requirements identified in the position description so it is important you read and understand these. If you are unable to fulfil any of the requirements you need to be aware this could eliminate you from consideration for the position.
Personal Protective Equipment (PPE)	PPE requirements are specified in the position description. In applying you are confirming

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- you are able to wear all PPE identified in the position description when performing tasks associated with this role
 - you are able to comply with the City's requirements in terms of long/long PPE (long pants, and long sleeved shirts)
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Position Description



Title:	Concrete Finisher / Plant Operator
Tenure:	Permanent, Full time
Division:	Asset Services
Level:	4A Outside Workforce Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objective

Work in a team environment to undertake tasks, across all the Civil Maintenance teams, including footpaths, drainage, roads and car parks within the City of Rockingham, with particular attention to concreting work

Organisational Relationships

Reporting to:	Leading Hand
Responsible for:	Nil
Membership of:	Technical Services Team
Liaison with:	Supervisors, City of Rockingham teams, City of Rockingham residents, customers and clients

Organisational Chart

Manager Technical Services
Coordinator Infrastructure and Coastal Engineering
Civil Maintenance Supervisor
Leading Hand – Civil Maintenance
Concrete Finisher / Plant Operator

Key Responsibilities

Engineering Operations

- Required to perform a variety of tasks including grinding, placing, finishing protecting, and repairing of concrete works in an efficient, effective and safe manner
- Ensure that all roadside safety procedures are observed and that machinery is in safe working order
- Load materials legally and economically in a timely manner
- Undertake general labouring duties as required
- Undertake earthmoving related responsibilities which may include setting out and preparation, construction and maintenance work
- Ensure a high quality and standard of work within operational area
- Ensure routine daily maintenance of tools, equipment and plant used

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

Functional Requirements of the Job

Physical Demands	(N) Never: 0% (F) Frequent: 34-66%				(R) Rare: 1-5% (C) Constant: 67-100%		(O) Occasional: 6-33% (Rep) Repetitive
Functional Demands	N	R	O	F	C	Rep	Comments
Sitting			X				Required when operating MR truck.
Standing					X		Uneven sand, grass and gravel terrain. Broken concrete and kerbs on some job sites. Required to stand when digging out for pouring and screeding concrete. Maximum sustained standing up to 5-10 minutes before changing tool or task.

Physical Demands		(N) Never: 0%		(R) Rare: 1-5%		(O) Occasional: 6-33%	
		(F) Frequent: 34-66%		(C) Constant: 67-100%		(Rep) Repetitive	
Functional Demands	N	R	O	F	C	Rep	Comments
Walking				X			Uneven sand, grass and gravel terrain. Broken concrete and kerbs at some site locations. Required to walk between work area and parked truck to collect tools and as working along work area. Average walking distance up to 50m.
Lying	X						
Trunk Flexion				X			Required to use screeding tool, edging tool. Required to dig and pour concrete with shovel and operate quick cut concrete saw.
Pushing				X			Open/close truck doors, access/egress truck, shovel into hard ground, sweep excess wet concrete.
Pulling			X				Open/close truck doors, access/egress truck, pull hose.
Crawling	X						
Kneeling/Squatting				X			Required to use trowel, edger and screeding tool. Required to form up concrete base, and operate reciprocating and quick cut saw. Required to position signage surrounding wet concrete.
Forward Reaching					X		Required to use screeding tool, edging tool. Required to dig and pour concrete with shovel. Required to form up concrete and operate reciprocating and quick cut saw.
Overhead Reaching		X					Required to lift wooden boards from truck rack (rack height 2m).
Grasp					X		Required to operate MR truck and use all tools
Fine Motor		X					As required for prestart checks
Neck Rotation			X				Required to drive MR truck.
Trunk Rotation				X			Required to access/egress MR truck, use shovel, curbing and screeding tool.
Climbing		X					Required to access MR Truck (2 step access, maximum step height 50cm)
Foot Movement			X				Required to operate MR Truck.
Lifting (Floor to Waist)				X			Quick cut concrete saw (11kg), broken curb or concrete (up to 10kg), long handled curb mould (5kg), jiffy bar (5kg), sledge hammer (4.5kg), reciprocating saw (4kg), pick axe (3kg), tomahawk axe (2kg), shovel (2kg), broom (2kg), screeding tool (2kg), trowel (1kg), hammer (1kg), gympie hammer (1kg), wooden boards (1kg), wooden stakes (0.5kg), edger (0.5kg),
Lifting (Waist to Shoulder)			X				Sledge hammer (4.5kg), pick axe (3kg).
Lifting (Overhead)		X					Wooden boards (1kg).
Carrying				X			Quick cut concrete saw (11kg), long handled curb mould (5kg), jiffy bar (5kg), sledge hammer (4.5kg), reciprocating saw (4kg), pick axe (3kg), tomahawk axe (2kg), shovel (2kg), broom (2kg),

Physical Demands		(N) Never: 0%		(R) Rare: 1-5%		(O) Occasional: 6-33%	
		(F) Frequent: 34-66%		(C) Constant: 67-100%		(Rep) Repetitive	
Functional Demands	N	R	O	F	C	Rep	Comments
							screeding tool (2kg), trowel (1kg), hammer (1kg), gympie hammer (1kg), wooden boards (1kg), wooden stakes (0.5kg), edger (0.5kg),
Hand/Arm Vibration		X					Exposed to vibration when operating quick cut saw and reciprocating saw.
Whole Body Vibration	X						

Requirements of the Job

Skills and Knowledge

Essential

- Sound written and verbal communication skills
- Sound problem solving skills, and the ability to work independently and as part of a team
- Sound interpersonal and customer service skills
- Knowledge of WHS requirements and safe work practices
- Knowledge of the construction and maintenance of storm water drainage systems, road pavements and concrete infrastructure
- Basic computer skills

Experience

Essential

- Experience in concrete footpath construction, maintenance and finishing, including formwork, steel placement, concrete pouring, backfilling and site clean-up
- Experience in operating relevant plant and equipment, including a skid steer, front end loader and backhoe

Desirable

- Experience in traffic management
- Experience in laying and finishing in-situ concrete kerbing

Qualifications, Certification and Licences

Essential

- Current 'MR' class driver's licence
- Construction Induction Training (White Card)

Desirable

- Provide First Aid Certificate
- Competency certificates for operation of forklift, skid steer, front end loader and backhoe
- Traffic Management Certificate

Scope of Position

- Works under the general direction of the Leading Hand and/or Civil Maintenance Supervisor
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and judgment within clearly established procedures and guidelines

Certification

Approved by	Manager Technical Services	Date reviewed	August 2026
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Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Selection Criteria (Required)	The selection criteria relevant to this role are specified in the advertisement, and you must address these as part of your application. If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.
Covering Letter (Optional)	You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification. Some positions require you to have a current Working With Children Check; this will be stated in the Requirements of the Job section of the position description. You must pay for the Check, and the City will not reimburse costs.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au