



City of
Kalgoorlie
Boulder

Position Description

Position Title: General Hand Plant Operator – Multiple Positions

Position Details

Position Number	4424
Position Classification	Level 3/1 – 8/7
Status	Full Time
Directorate	Engineering Services
Work Location	Works Depot
Reports To	Supervisor Civil Maintenance
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

This position is responsible for assisting in the construction and maintenance of roads, drainage, footpaths including dual use paths, and laneways within the City of Kalgoorlie-Boulder as directed by the Supervisor Civil Maintenance.

Position Accountabilities

Key accountabilities

- Assist the department in achieving its required goals and obligations on its roads, drainage, kerbing, footpaths, laneways, verges and other Programs as required.
- Safe and effective operation of all vehicles, plant, machinery and equipment associated with this position.
- Carry out physical duties as and when required on the City's Work Programs for roads, drainage, footpaths, laneways, verges and other Programs as required.
- Assist with the City's traffic management and traffic control as and when required.
- Adhere to all City of Kalgoorlie-Boulder policies and procedures and ensure personal safety at work and that of others.
- Other accountabilities as directed by the Senior Civil Maintenance Officer, Senior Civil Technical Officer or Supervisor Civil Maintenance and Construction.

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 daily pre-starts daily.
- Meet work schedule/ attendance expectations for the position and always maintain a professional image.
- Advise immediate supervisor by text message and/or telephone call of all absences and expected duration before scheduled start of shift.
- Maintain vehicles, plant, machinery and equipment in a clean, presentable and serviceable manner.
- Complete all task documentation fully accurately and Daily.
- Complete assigned work tasks in a thorough, accurate and timely manner that achieves expected outcomes to all required standards.
- Complete 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 the Senior Civil Maintenance Officer.
- Apply legislation and Council policy direction to decision-making with guidance from the Senior Civil Maintenance Officer.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Experience in a similar position in road and drainage construction and maintenance.
- Good written and verbal communication skills.
- Ability to work in a team environment.
- Previous experience in operation of maintenance and construction plant and equipment.
- Holder of a Traffic Management qualification or be willing to obtain.



- Mobile Plant Operators must have at least a minimum of 2 years' experience on nominated Mobile Plant and hold a current Operating Tickets.
- Current WA "HR" (required) and "HC" or "MC" (preferred) class driver's licenses (Manual).
- Current satisfactory National Police Clearance.

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.

