

POSITION DESCRIPTION

POSITION TITLE	Drainage Infrastructure Maintenance Team Leader
DIRECTORATE – BUSINESS UNIT	Infrastructure Services – Engineering and Parks Maintenance
LEVEL - IA	6/7 - Operational
RESPONSIBLE TO	Drainage Infrastructure Maintenance Supervisor

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

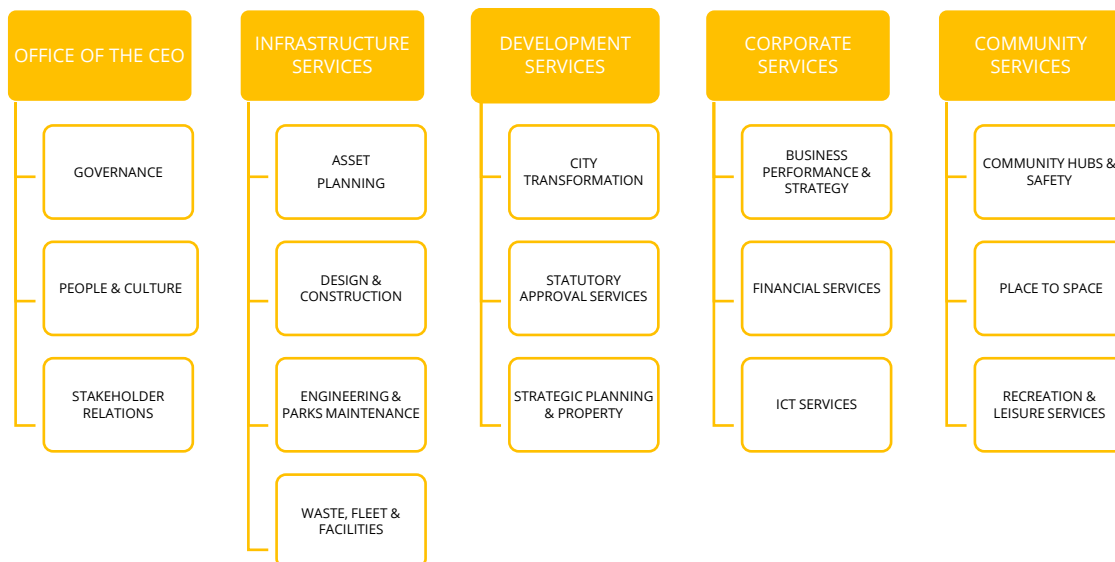
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- RESPECT** We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
- INTEGRITY** We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
- CARE** We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
- HONESTY** We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Oversee the day-to-day duties of the allocated team to undertake the approved capital and maintenance program effectively and efficiently. Ensure works are conducted in a safe and timely manner.

KEY RESULT AREAS

ORGANISATION SUPPORT

- Accurately complete standard forms and paperwork, such as timesheets and WHS related documents (e.g. JSAs, SWMS, etc.), Traffic Management related documents, etc.
- Creation and review of standard operating and working procedures.
- Preparation of store requisition forms.
- Preparation of daily timecards.
- Preparation of routine reports as appropriate.
- Management of contractors on site.
- Provide support to the Supervisor & Coordinator as required.
- Undertake meetings with the team in the mornings to ensure team are aware of the duties for the day and works required.
- Act in Infrastructure Supervisor position in Supervisors absence

CUSTOMER SERVICE

- Provide a high level of customer service when dealing with general enquires and complaints from both internal and external customers.
- Ensuring consistently high standards of customer service is delivered by the teams and all contractors engaged to provide services on for and behalf of the City of Kalamunda.
- Assist in the resolution of customer complaints and queries including follow up requests and inspections.
- Present a positive image of Council to the public.

STAFF MANAGEMENT

- Provide leadership to staff within the service delivery area to meet the core and aspirational values.
- Ensure compliance with all legislative requirements relating to staff, including IR, WHS, EEO.
- Allocate tasks and manage resources to ensure organisational goals and objectives are effectively delivered.
Ensure all staff operate items of plant and equipment in a safe manner that is consistent with safe work practices and in accordance with manufacturer's instructions and guidelines.

INFRASTRUCTURE MAINTENANCE

- Undertake construction, maintenance and inspection of Council owned infrastructure and provide reports and recommendations (as required)
- Assist with prioritising and managing maintenance requests and complaints using Council's customer ICS.
- Team Lead in minor projects including the identification of the materials required and ensuring the availability of appropriate tools and equipment to complete works on time.
- Maintain and ensure that all administrative tasks are conducted and reported in accordance with the Cities policies.

- Operate items of plant and equipment in a safe manner that is consistent with safe work practices and in accordance with manufacturer's instructions and guidelines.
- Actively participate in the plant and equipment competency assessment process.
- Hold appropriate licences and tickets prior to the operation of plant and machinery operation.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Trade certificate relevant to the position desirable.
- Construction Induction (White Card).
- Basic Worksite Traffic Management (BWTM) and Traffic Controller (TC) accreditation or the ability to obtain such certificates.
- Qualification in asbestos identification and removal is desirable.
- Confined Space Awareness training is desirable
- Basic First Aid Training is desirable
- Experience in classified High-Risk Work under the WHS regulations is desirable

SELECTION CRITERIA

1. A minimum of 5 years' experience working in the drainage construction or maintenance industry.
2. Demonstrated experience in the direction and supervision of staff and contractors with the ability to lead and motivate teams.
3. Up to date knowledge of stormwater drainage construction, materials and maintenance techniques and approaches.
4. Sound knowledge of safe operation procedures and user maintenance of tools and equipment.
5. Sound knowledge of Quality Assurance Procedures and Practices.
6. Knowledge and awareness of environmental issues associated with stormwater drainage and Infrastructure maintenance activities.
7. High level verbal and written communication skills.
8. Proven competence in the use of computer applications such as MS Office and email.
9. Well-developed interpersonal and problem-solving skills.
10. Demonstrated possession and use of time management skills.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Road Maintenance Supervisor
DATE PD REVIEWED/APPROVED: 2 April 2026
