



Port Augusta
CITY COUNCIL

Port Augusta City Council

POSITION DESCRIPTION



A new career waits for you...

APPLY NOW



A new career is waiting for you...

FACILITIES OFFICER

Infrastructure
Full Time Position

Our vision is to create and sustain a safe and vibrant Community where people want to live, work, play and visit. If you want to live in a sea-side country town, close to the Flinders Ranges and Outback and help it grow into a full Regional Centre we would be keen to discuss this opportunity with you.

THE ROLE

This role supports the Technical Services Department in achieving its goals by processing permits, Before You Dig Australia (BYDA) and similar enquiries, undertaking minor building facilities and technical functions, and providing building facilities and technical service related administration and customer support.

The successful applicant will have:

- Efficient written and verbal communication skills
- Demonstrate knowledge of technical and building construction concepts related to the provision of asset management of buildings and structures.
- Effective organisational skills by prioritising and completing required tasks whilst working under regular direction.

The Position Description is available from Council's website www.portaugusta.sa.gov.au with enquiries to Jake Nickolai, Senior Facilities Officer on 8641 9100.

Applications must address the specified personal criteria in the position description. Applications are to be submitted to the Human Resource Officer, Port Augusta City Council, PO Box 1704, Port Augusta SA 5700 or emailed to admin@portaugusta.sa.gov.au

Application closing date 5:00pm, Thursday 29 October 2026.

JOHN BANKS
CHIEF EXECUTIVE OFFICER
PORT AUGUSTA CITY COUNCIL



POSITION DESCRIPTION

OUR STRATEGIC VISION

To create and sustain a safe and vibrant Community where people want to live, work, play and visit.

OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision.

- Respect and Social Cohesion
- Optimism and Confidence
- Courage
- Leadership

TITLE:	Facilities Officer
LEVEL:	General Officer Level 2
STREAM:	Municipal Salaried Officers Award
DEPARTMENT:	Infrastructure – Technical Services

POSITION OBJECTIVE:

This role supports the Technical Services department in achieving its goals by processing permits, Before you Dig Australia (BYDA) and similar inquiries, undertaking minor technical functions, and providing technical services related administrative and customer service support.

1. REPORTING RELATIONSHIPS

This position reports to the Senior Facilities Officer.

2. POSITION DETAILS

- Exercise proper courtesy, consideration and sensitivity in communicating with the public, members of the Council and fellow officers and employees. Promote a positive corporate image of the Council and provide a high level of customer service in all dealings with the community referring enquiries as required to other relevant Officers.
- Provide administrative support as and when required to the Building Facilities area of Technical Services.
- Be conscientious in the performance of responsibilities and duties and scrupulous in the use of official or confidential information, equipment, and facilities.
- Recognise and support Council policies, practices and procedures.
- Process applications and attend to general enquiries for works in accordance with the relevant acts and legislations, primarily the Local Government Act.
- Process applications and attend to general enquiries for the provision of heavy vehicles operating on Council roads throughout the Council area.
- Provide all Before you Dig Australia (BYDA) information including plans to Contractors/Others and for Council information.
- Process Street Lighting applications and enquiries.
- Preparation of timely, accurate and professional correspondence, reports and associated documentation in relation to the role and functions associated with the position.
- Liaise and maintain internal and external working relationships with contractors and external organisations.
- Assist in the management and maintenance of corporate data including the technical plan database, asset registers and GIS spatial data.
- Assist with continuous improvement of current systems and processes to ensure efficiency and effectiveness, embrace and implement use of appropriate technology.
- Assist in the application and reporting of grants relevant to infrastructure works.
- Undertake any other duties as are reasonable within the limits of the employees skills, competence and training.
- Collect Road Traffic Data using Metro Count Traffic Counter and Software to prepare reports.
- Exercise all reasonable care to protect your own health, safety and welfare at work, and to obey all reasonable instructions issued to protect your own personal safety, and the health, safety and welfare of others.
- Ensure that correct use is made of all equipment provided for health safety purposes.
- Ensure that you are not, by the consumption of alcohol or a drug, in such a state to endanger your own safety and welfare at work or the safety and welfare of any other person at work.

3. PERSONAL CRITERIA

3.1 Skills

- 3.1.1 Communicate effectively and clearly.
- 3.1.2 High standard of reception and telephone skills in provision of customer service to the general public.
- 3.1.3 Sound and accurate typing, data entry and word processing skills utilising Microsoft Office Programs and relevant database programs.
- 3.1.4 Effective organisation skills by prioritising and completing required tasks whilst working under regular direction.
- 3.1.5 A commitment to teamwork and cooperation.

3.1 Knowledge

- 3.1.2 Demonstrated knowledge of technical concepts related to the provision of civil infrastructure.
- 3.1.3 Some knowledge of typical local government policies, practices and procedures and safe work practices.

3.2 Experience and/or Qualifications

- 3.2.2 Previous experience in administration and customer service.
- 3.2.3 Completed or working towards tertiary qualifications (Certificate level) in assets management, building construction level 1, 2, 3 or 4 or other appropriate discipline as related to the position.

4. WORK HEALTH & SAFETY RESPONSIBILITIES

As an employee within Council you will lead by example and ensure compliance to the WHS Legislation, Australian Standards, Codes of Practice and Council Policies and procedures.

You will hold Council and your team accountable to the same standard expected of yourself and manage accordingly.

Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.

Risk Awareness, responsibilities and accountabilities:

- Part of risk awareness is actively encouraging employees to report potential issues and making this process easy. Create and share a clear protocol for reporting within your organisation to identify threats before they escalate.
- Manages risk within their area of influence

- Follows risk management policy and procedures
- Participates in a risk-aware culture
- Assesses new risk and monitor change in known risks
- Contributes to the continuous improvement of risk management frameworks, processes and culture.

5. SPECIAL CONDITIONS

- Successful medical clearance prior to commencement of employment.
- Successful completion of a three month probation period from commencement of employment.
- Undertake training from time to time including after hours if appropriate and off site training if required.

6. CONFIDENTIALITY

Security and confidentiality is a matter of concern for all persons who have access to Council information. Each person accessing the Port Augusta City Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- 6.1 Respect the privacy and rules governing the use of any information accessible through the Council network and only utilise information necessary for the performance of work duties.
- 6.2 Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through the job description.
- 6.3 Not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.
- 6.4 Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or reports, an inaccurate or misleading entry.
- 6.5 Persons breaching this standard may be subject to penalties, including disciplinary action and dismissal.

7. ACCOUNTABILITY

- 7.1 The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, members of the Council, contractors, visitors and the general public.
- 7.2 The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Port Augusta City Council's Records Management Policy, other related policies and the State Records Act 1997.

- 7.3 Personnel who undertake duties for higher level positions, you are accountable for ensuring that in accepting the back-up position, that the WHS & Legislative – Position Responsibilities Register is referred to, to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide going compliance with the WHS Management System.
- 7.4 Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Acts, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance. Such responsibilities are defined in Council’s WHS & Legislative – Position Responsibilities Register.

8. OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision. As an employee you will play a key role in demonstrating these values:

- ***Respect and Social Cohesion***
Respect is fundamental to building a strong, socially cohesive community. We nurture respect when we find ways to work together on particular actions that address our shared concerns.
- ***Optimism and Confidence***
We will face the future with a positive attitude drawing on our collective strengths and our shared history of struggle and triumph.
- ***Courage***
We are not afraid to face the hard issues and work through them together. We are prepared to take calculated risks to move towards a better future.
- ***Leadership***
We commit ourselves to nurturing leadership in our children and young people, valuing their contributions as citizens of our city.

These are assessed on an ongoing informal basis, and formally through our Professional Development Review process.

9. ACKNOWLEDGEMENT

Employee Name: _____

Signature: _____

Date: _____

Human Resources Department Use Only

Date Commenced with Council:

Date Commenced this Position:

Request to Fill Vacancy: AR26/48311

Position Description Prepared 03/09/2026