

Summary information

Section	Asset Planning and Support	Directorate	City Assets
Position grade	Grade 11	Position type	Permanent, full-time
Skill descriptor	Band 3 Level 1	Direct reports	No
Reports to	Asset Engineer	Release limit	\$0
Approval limit	\$0	BCC numbers	BCC100, BCC102, BCC265, BCC257, BCC177
Created/reviewed	February 2015		

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- To assist the Asset Engineer to ensure the Asset Register is complete and up to date and undertake risk and condition assessments of assets within the nominated focus area of the position (ie: transport/ drainage, building or open space).
- Act in accordance with the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- TAFE Certificate of trade or equivalent in a relevant field
- Extensive relevant experience in infrastructure maintenance of nominated focus area infrastructure

- Class C Driver's Licence.

Desirable

- Experience in the use of ESRI GIS software
- Knowledge of surveying and GPS equipment
- Experience in the use of mobile field applications
- Demonstrated commitment to customer service
- Ability to work within a team environment
- Availability to work flexible working hours
- Understanding and demonstrated experience in asset collection, risk management and condition assessment
- Staff and contractor supervision experience
- Proficiency in use of and application of computers and computer packages including, Microsoft Word, Excel, GIS and mobile field applications
- WorkCover approved General Induction for Construction Work in NSW
- Experience in TechnologyOne including CiAnywhere.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Assist the Asset Engineer to ensure the Assets Register is complete and up to date
- Undertake Risk and Condition Assessment inspections in accordance with approved inspection schedules, ensuring sufficient information is recorded of defects to prioritise, cost and issue rectification works
- Through inspections and communication with operational areas maintain the accuracy of Council's works register
- Liaise effectively with Council's Asset Planning and Support team, other staff and the public
- Actively monitor Council workplace to determine the presence of hazards and take appropriate action to address any hazards found
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Accurately document information of asset condition and recording sufficient detail of defects to prioritise, cost and determine remediation work.
- Undertake regular inspections of Council's assets within nominated focus area in accordance with inspection frequencies.
- Through inspections and communication with operational areas maintain the accuracy of Council's works registers.
- Provide recommendations for the management of Council's Assets within nominated focus area.
- Provide recommendations for the programming and development of Council's asset maintenance and capital works programs, with a focus on proactive or preventative treatments.
- Build partnerships between Asset Planning & Support Section and other sections of Council, developing and documenting procedures to obtain notification of work undertaken on Council assets.
- Efficient and accurate collection of asset data and input into Council's Asset Register related systems.
- From time to time undertake inspections of assets from other focus areas.
- Assist in the engagement and supervision of contractors.

- Provide information and feedback to staff and the public as necessary.
- Ensure all plant and equipment is operated safely, effectively, efficiently and within manufacturer's guidelines, Council policies, practices and work instructions.
- Ensure daily maintenance of plant and equipment under the position holder's control.
- Requisition materials, goods and stores necessary to undertake all assigned tasks.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date