

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Asset Engineer		
Position Number:	195	Standard Position Hours:	35 Hours
Directorate:	Works and Infrastructure	Unit:	Infrastructure
Salary Grade:	10	Award Band and Level:	Band 3 Level 1
Position Reports to:	Infrastructure Manager		
Staff Management:	1		
Budget Responsibility:	Nil		
Date Created:	6 July 2009	Date Last Reviewed:	28 January 2014
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 320 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure Services
- Planning and Environment Services
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services Directorate is responsible for the planning, design, delivery, operations and maintenance of all Council public infrastructure.

The Infrastructure Unit is responsible for the long term strategic planning and asset management functions relating to the provision of Council's public infrastructure, including the identification, prioritisation and budget allocation for all capital works.

This Unit is responsible for the design, and works closely with other Units within the Directorate which are responsible for delivery, operation and maintenance of assets.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

- To develop and deliver asset management methodology within Council, including provision of best practice infrastructure asset management expertise; asset management policy, strategy and planning; lifecycle costing; financial valuation and annual infrastructure reporting requirements.
- To develop, implement and review Asset Management Plans for Council's Infrastructure, including transportation (including road, bridge, traffic facilities, streetlight and airport) and drainage (including trunk storm water and flood mitigation) assets.
- To supervise and coordinate the collection, storage, auditing, analysis and modelling of inventory and condition data and to ensure this information is available to all relevant users.

KEY ACCOUNTABILITIES

1. Provides specialist advice and asset management expertise to develop, improve and deliver best practice council infrastructure asset management process, practice and methodology within Council's corporate asset management framework, including AM Policy, Strategy and Infrastructure Asset Management Plans
2. Supervises and coordinates the Asset Management team to provide the following asset management services:
 - a) measurement, collection and data management of Council infrastructure inventory and condition data;
 - b) operation and maintenance of computerised asset registers and databases;
 - c) development, implementation, and operation of Council's infrastructure asset management systems, including software, field tools and documented processes;
 - d) integration and maintenance of infrastructure inventory and condition data on Council's Geographic Information System;
 - e) preparation of reports on the condition of civil infrastructure assets;
 - f) assist in the review, implementation and maintenance of unit rate cost data base for estimating asset construction, rehabilitation and maintenance works;
 - g) operation and maintenance of Council's systems and processes relating to annual financial reporting and long term resourcing as required under the IP&R framework.
 - h) provision and preparation of relevant infrastructure data for Council's Annual Report in accordance with the Local Government Act, 1993 and other miscellaneous statistical returns; and
 - i) 'Fair Value' valuation of infrastructure assets in accordance with relevant Australian Accounting Standards.
3. In consultation with the Infrastructure Manager, develop long term asset replacement priority works programs for existing civil infrastructure networks.
4. Prepares studies, reports and recommendations for Councils consideration through the Manager and Director.
5. Initiate and respond to correspondence within designated timeframe.
6. In consultation with the Infrastructure, prepares consultant briefs, conducts tenders recommends appointment of consultants as required for asset management projects, and manages consultants to ensure effective and efficient achievement of Council's projects and objectives.
7. Receives enquires and suggestions from the community for managing the city's infrastructure assets.

KEY ACCOUNTABILITIES

8. Keeping abreast of activities and trends within the business and residential community through contact and interface with appropriate organisations.
9. Maintains close links with other Directorates and ensures they are informed of new or revised adopted policies
10. Maintains liaison with various relevant government departments and asset management industry user groups on asset management matters.
11. Identifies relevant funding services, prepares applications and negotiates where appropriate with funding providers

POSITION SELECTION CRITERIA

Essential

1. Degree qualifications in Civil Engineering or tertiary qualifications in a relevant field combined with extensive relevant work experience.
2. Sound experience in asset management processes both strategic and operational, including policy development and strategy, process documentation, asset condition assessment, asset valuation, asset management systems and lifecycle modelling tools.
3. Sound experience in asset maintenance and renewal that must include road, bridge and drainage infrastructure.
4. Demonstrated leadership and supervisory skills
5. Demonstrated proficient written and verbal communication skills.
6. Working knowledge of word processing, spreadsheet and database applications.
7. Demonstrated commitment to providing superior customer service by the achievement of best practice engineering applications and solutions.
8. Good interpersonal skills and the ability to work co-operatively and efficiently in a team environment.
9. Demonstrated organisation skills and reliability in completing assigned tasks.
10. Current Class C driver's licence.

Highly Desirable

1. Demonstrated experience in the management of consultant services.
2. Demonstrated working knowledge of:
 - Road pavement investigation, design and construction principles and practices.
 - Bridge investigation, design and construction principles and practices.
 - Technical specifications for road and bridgeworks.
 - Project cost estimating.
 - Contract documentation.
3. Working knowledge of Quality Assurance processes and systems, specifically with respect to asset data collection, storage and management.
4. Working knowledge of the requirements of relevant 'Fair Value' Australian Accounting Standards.

SIGNATURE

Employee

Full Name:

Signature:

Date: