

# Role Description

## Asset Engineer



<b>Title</b>	Asset Engineer
<b>Classification/Grade/Band</b>	Band 3 Level 2
<b>Group/Unit/Section</b>	Water & Sewer / Water Planning and Development/ Asset Management Water
<b>Reports to</b>	Section Manager Asset Management

### Vision

A vibrant organization doing great things.

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

Reporting directly to the Section Manager Asset Management, the role of Asset Engineer is responsible for preparing asset management strategies to effectively manage asset risks, deliver required levels of service and ensure effective management of whole of life costs for water supply and sewerage assets. The role also requires project scoping and development activities major and / or complex water and sewerage related projects from inception through to completion of concept design under the direction of the Section Manager Asset Management.

In contributing to the overarching vision and purpose, the role of Asset Engineer is responsible for providing business support and leadership to the Council's asset management function in relation to Water and Sewerage network and treatment operations, asset maintenance and planning while investigating and responding to community, Councillor and Executive Management requests with regard to Water and Sewer asset provision.



The position of Asset Engineer is required to provide quality customer service and create value for the community.

### **Key Duties and Responsibilities**

- Prepare asset replacement and renewal programs, asset class specific asset management plans and asset management strategies for water and sewerage assets in consultation with the Water & Sewer business;
- Develop and manage asset inspection programs, risk prioritisation and criticality frameworks for specific water and sewerage asset classes in consultation with the Water & Sewer business;
- Facilitate the development of operation and maintenance strategies for water and sewerage assets in consultation with Water Technical Services and System Control Unit and Water Assets and Facilities Management Unit personnel;
- Undertake investigations regarding water and sewerage assets and prepare project initiation documentation recommending works for implementation in future Capital Works Programs;
- Manage projects from inception to concept design, including the preparation of required project and handover documentation to meet agreed target dates for completion, taking into account resource requirements, sectional priorities and organisational objectives, in consultation with key stakeholders within the Water & Sewerage business. Contribute to the project detail design and construction phase as required;
- Provide input to monthly, quarterly and annual capital reporting processes to meet agreed targets, business requirements and organizational objectives;
- Promote collaboration by identifying opportunities to work with other teams/units to solve issues and develop better processes and approaches to work;
- Demonstrate commitment to customer service and accountability by identifying, implementing and promoting high quality water supply and sewerage services while maintaining safe work, health and safety practices of self and others, as well as environmental protection best practices;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience, as directed.



## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Asset Engineer may work away from council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Asset Engineer influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Asset Engineer is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
- Identifies requirements as an input to budget development;
- Looks for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

## Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

## Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;



- Identify customer service needs, understand customer perspectives and implement responsive solutions
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

### **Business Enablers and Technical Skills**

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

### **Team Work**

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.



## QUALIFICATIONS

### Essential

- Degree qualification in Civil Engineering or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
- Current Class C Driver's licence;
- Construction General Induction Card.

### Desirable

- Vocational qualifications in Project Management.

## EXPERIENCE

- Extensive experience in the use of hydraulic modelling systems, ie Infoworks, asset management systems, database management and GIS systems;
- Demonstrated experience in all aspects of operational planning and asset management including life-cycle principles, condition assessment, risk analysis and prioritisation processes and the ability to identify, analyse and rectify issues in a timely manner;
- Demonstrated knowledge and understanding of the IPART regulatory process;
- Knowledge and understanding of the role of the Department of Primary Industries Office of Water and the Water Services Association of Australia (WSAA);
- Demonstrated proficiency in providing technical expertise, coaching and advice to relevant staff to allow them to effectively undertake their responsibilities and duties;
- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation;
- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.



## Key Relationships

Internal	External
Unit Managers / ELT	Members of the Public/residents/ratepayers
Section Managers/Team Leaders	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
Other Council employees (not including direct reports)	Community Organisations – service clubs etc.
	Professional/Industry associations including Unions
	State and Federal Government Agencies
	Local Business

