

## POSITION DESCRIPTION

<b>Position Title:</b>	Water Asset Planning Officer	<b>Position Code:</b>	WAPO
<b>Division:</b>	Infrastructure	<b>Grade:</b>	F
<b>Location:</b>	Dubbo/Wellington	<b>Hours/Week:</b>	35
<b>Reports to:</b>	Water Asset Planning Engineer		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

To maintain the register of assets and provide reporting to Water Supply and Sewerage Branch in order to effectively manage the Water Supply and Sewerage Branch asset stock.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Asset Management Services	<ul style="list-style-type: none"> <li>Maintain Asset Register and support applications such as GIS, water and sewer modelling, water chemical consumption/effectiveness.</li> <li>Upload condition assessments, analyse the data, produce maintenance schedules and capital works programs.</li> <li>Ensure databases are reconciled and accurate.</li> <li>Develop and maintain procedures in relation to the development and operation of asset databases.</li> <li>Assist with the Strategic Planning for Asset Management to determine Service Levels, ensure effective service delivery and provide the most efficient Life Cycle Cost for the required asset benefit.</li> <li>Provide input into the replacement assets or develop new assets in accordance with Asset Management plan and procedures.</li> </ul>
Teamwork and Involvement	<ul style="list-style-type: none"> <li>Participate in Branch team meeting.</li> <li>Ensure the effective delivery of information, maps, estimates and reports from the database to Water Supply &amp; Sewerage Branch client.</li> <li>Regular liaison with the Water Asset Planning Engineer and other Council staff to facilitate efficient and timely project planning decision making.</li> </ul>
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> <li>Assist Water Asset Planning Engineer in providing input and implementing the strategic plans &amp; documents of the branch.</li> </ul>
Evaluation and Depreciation	<ul style="list-style-type: none"> <li>Undertake evaluation and depreciation of asset with the preparation of financial report and analysis to enable evaluation and depreciation of branch assets.</li> </ul>
Procurement Maintenance and Refurbishment plans	<ul style="list-style-type: none"> <li>Develop, update and report on procurement maintenance and refurbishment plans.</li> </ul>

### Key Accountabilities / Duties

Contract Management	<ul style="list-style-type: none"> <li>• Assist in the development of contracts to ensure they meet council and statutory requirements.</li> <li>• Ensure Technical specifications readily available to water supply and sewerage staff.</li> </ul>
Modelling	<ul style="list-style-type: none"> <li>• Conduct water and sewer modelling.</li> <li>• Maintain computer modelling with up to date data.</li> <li>• Produce fire certificates, reports for planning and use of modelling operational matters.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Update Business Continuity Plans.</li> <li>• Ensure updated Business Continuity Plan available on Councilpedia Knowledge Base.</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers Licence
- Pre Employment Health Check
- General Construction Induction card
- Testing and inoculation against sewerage industry diseases available
- A large majority of this role is office based, using computers/electronic systems, thus inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- This position is also required to work outside, in public and non-public areas as part of this role, thus reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position is required to wear Dubbo Regional Council issued Personal Protective Equipment, in accordance with Council's policy, when working outside.
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times.

### Selection Criteria

#### Essential

1. Diploma in Engineering or related discipline
2. Experience with asset management software and computer modelling of water and sewerage systems or similar utilities
3. Demonstrated understanding of asset management principles
4. Previous experience in database management demonstrating attention to detail
5. Demonstrated understanding of principles of continuous improvement
6. Superior computer skills with demonstrated use of word processing, spreadsheets and other Microsoft programs

**Organisation Wide Accountabilities**

Corporate Values	<p><b>Creating Community for Today and Tomorrow</b></p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• <b>Progressive</b> <ul style="list-style-type: none"> <li>○ Be Curious, Courageous And Committed</li> </ul> </li> <li>• <b>Sustainable</b> <ul style="list-style-type: none"> <li>○ Balanced Approach To Growth &amp; Opportunity</li> </ul> </li> <li>• <b>One Team</b> <ul style="list-style-type: none"> <li>○ Working Together</li> </ul> </li> <li>• <b>Integrity</b> <ul style="list-style-type: none"> <li>○ Accountable For Our Actions</li> </ul> </li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council’s WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council’s adopted Code of Conduct.</li> <li>• Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: