

Position Description

Title: Assets Engineer (Position 2048)	Award Classification: Band 3, Level 3
Department: Strategic and Asset Planning	Salary Classification: Grade 6
Tenure: Permanent Full-Time	FTE: 1

Context:

The Macleay Valley boasts unspoilt beaches, lush rainforests, miles of winding rivers and scenic hinterland. It is home for more than 29,000 people and is undergoing a period of growth. Council has an important role in providing services for our growing community. The Assets Engineer position plays a key role in ensuring the 'whole of life cycle' management of Council's assets to maximise the benefit to our community.

Sitting within the Strategic & Asset Planning group, and reporting to the Coordinator Engineering Design & Assets, the Assets Engineer works as part of a team which is accountable for Council's Asset Management Program.

Role Purpose:

This position provides engineering support within the Strategic & Asset Planning group, with a particular focus on asset management. This includes developing, monitoring, maintaining and implementing asset management systems, plans, registers, strategies and policies.

Key Accountabilities:

- Co-ordinate the development and ongoing updates of Asset Management Plans for all asset categories under Council's control to enable it to be used for:
 - The preparation of asset evaluation, minimum ten (10) year maintenance and capital improvement programs
 - Financial and audit processes
 - Identification of asset service standards
- Establish, implement and maintain systems and processes to accurately manage, value, record, retrieve, including enhancement of presentation of assets data.
- Establish, implement and maintain asset data storage and presentation systems where the data can be utilised for the preparation of asset evaluation, maintenance capital improvement plans, accounting and audit processes.

- Assist with the development and update of procedures and systems to ensure high quality asset management service delivery to internal stakeholders
- Coordinate revaluations of all assets classes in accordance with accounting standards and Office of Local Government guidelines.
- Coordinate collection of condition data and safety and risk assessments for all asset categories
- The provision of information from the asset management system to other staff and to liaise with relevant staff to meet user expectations.
- Develop processes for defect management, utilisation of condition data and gathering of required information for forward planning and expenditure forecasts.
- Assist with the review and update of Council's Asset Management Strategy as required.
- Assisting with other asset management related tasks as necessary.
- Actively participate in a regular performance review consistent with Council's Performance Development System and relevant Staff Policies.
- Undertaken other duties as directed by the Manager Strategic and Asset Planning.

Core Competencies:

- Tertiary qualifications in civil engineering, asset management, or related discipline (or considerable relevant experience)
- Good knowledge and understanding of asset management principles, practices and processes as they relate to local government assets
- Demonstrated experience in asset management, including but not limited to maintaining and updating asset registers, condition assessments, capitalisation and revaluation, whole of life costing, and developing and maintaining asset management plans.
- Good communication skills
- Demonstrated computer skills relevant to the position
- Demonstrated ability to work accurately with attention to detail
- Sound organisational, time management, analytical and problem solving skills
- Demonstrated ability to work with minimum supervision and as part of a multidisciplinary team
- Hold and maintain a current 'C' class driver licence

Supervision Received:

This role reports to the Coordinator Engineering Design & Assets



“Lead and work with
our community to build an
inspired, connected
Macleay Valley”

Supervision Exercised:

Nil

Role Authorisation:

.....(Manager Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date