

LEICHHARDT MUNICIPAL COUNCIL

POSITION DESCRIPTION

POSITION:	SENIOR ASSET PLANNING ENGINEER
DEPARTMENT:	INFRASTRUCTURE & SERVICE DELIVERY
SECTION:	ASSET MANAGEMENT
REPORTS TO:	MANAGER PARKS AND ASSETS
GRADE:	7E – 7I
DATE:	NOVEMBER 2015

FUNCTION STATEMENT:

The principal function of the Asset Planning Engineer is to provide support to the Manager Parks and Assets by collecting, updating and developing Council's Asset Management System.

Generally, the duties to be undertaken by the Senior Asset Planning Engineer will include, but shall not be limited to:

- 1 The inspection of Council's constructed infrastructure primarily being footpaths, kerb and gutter, roadways, traffic devices, stormwater drainage, road structures.
- 2 Recording and data entry of condition information into Council's Asset Management System.
- 3 Development and enhancement to Council's Assets Management System database and geographical information system.
- 4 Preparation of reports and modelling relating to Infrastructure Assets.
- 5 Management of all Council Asset Systems for each of the asset classes.
6. Customer Service – Respond to correspondence and general enquiries relating to parks, trees, roads, footpaths, drainage, wharves and all other infrastructure and ensure area complies with Council's Citizens Service Charter.
7. Resourcing Strategy – Develop 10 year Asset Management Plans; refine and update Council's Asset Modelling and Data. Develop maintenance and renewal programs and service standards for day labour staff.
- 8 Service Standards – Ensure that levels of service are maintained to adopted standards through strong internal communication and development of service standards with other sections of Council.

SKILLS REQUIRED

Essential:

1. A four (4) year civil engineering degree or equivalent technical qualification.
2. Competence in carrying out civil engineering inspections, with a practising working knowledge of road and stormwater drainage maintenance and construction.
3. Possess a class C driver's licence.
4. Sound PC skills relating to databases, and a willingness to extend these skills relating to asset management software and geographical information systems.
5. A demonstrable record of being able to consistently meet the objectives set by management.
6. Be competent in written and oral communication.
7. Understanding and knowledge of asset management systems in a Local Government context.
8. Proven ability to coordinate effectively with other disciplines in other divisions within the organisation in order to improve work practices or participate in cross functional projects
9. Understanding the implications of and responsibilities arising from the Local Government Act 1993, the Roads Act 1993, Integrated Planning and Reporting, and other relevant legislation and regulations.
10. Understanding of and commitment to principles of EEO and Discrimination and Work Health and Safety.
11. Proven ability in managing consultants, tenders, project administration, risk identification and management contract management and conflict resolution.

Desirable:

1. Experience in civil construction and asset management relating to Local Government.
2. Practical knowledge / exposure to contract supervision.
3. Be able to use sound and practical solutions when solving problems.

PRINCIPAL DUTIES

The principal duties associated with the position include but are not limited to the following:

1. Collect infrastructure condition data and record this information to maintain and update Council's Asset Register.
2. Assist in the preparation of reports on Council's infrastructure. (In particular the Annual Report S428(d), and the Special Schedule 7 report.
3. Develop and maintain Council's Asset Management Database.

4. Undertake inspections originating from routine customer requests about infrastructure, recommend appropriate action, update the requests and assets registers and notify the customer.
5. Identify hazards requiring urgent attention and forward to Councils Works Section with recommendations for appropriate intervention.
6. Participate in applying innovative methods to assist in providing cost effective long-term solutions for the management of Council's infrastructure.
7. Engage, coordinate and monitor consultants undertaking asset data collection.
8. Actively participate in the Asset Management Steering Committee
9. Undertake activities outlined in Council's Asset Management Improvement Plan
10. Coordinate grant funding applications.
11. Undertake Asset Revaluations for all asset classes in accordance with Department of Local Government timeframe.
12. Provide a high level of internal and external customer service in accordance with Council's Citizens Service Charter.
13. Undertake the planning and programming for the asset maintenance and improvement programs with detailed 10 year budget forecasts for the following areas.
 - i. Footpaths
 - ii. Roads
 - iii. Drainage
 - iv. Sea Walls
 - v. Bridges
 - vi. Parks
 - vii. Playground maintenance
 - viii. Street and park trees
14. Ensure accurate record keeping for all projects within area.
15. Prepare reports for submission to Council and its Committees in a timely manner.
16. Attend Council, Committee, Senior Management and other meetings as required or as directed from time to time.
17. Identify Council's and the communities' exposure to risk and rectify, shortcomings.
18. Respond to public liability issues in relation to all Council's assets.
19. Membership of appropriate and recognised professional associations including involvement in continuing professional development.
20. Ensure that the principles of environmental sustainability are integrated into the management of Council's infrastructure.
21. Promote and maintain a positive image for and on behalf of Council.

- 22. Ensure that the data inventory for all of Council's assets is regularly updated with appropriate GIS linkage.
- 23. Develop and monitor service standards and specifications for Council's day labour staff for park maintenance, main street maintenance and garden maintenance.
- 24. Enhance Council's asset management system and ensure that data and modelling is up to date to assist in the development of Council's Resourcing Strategy.
- 25. Develop Council's works instruction system so that it is integrated with Council's asset system.

4. PERFORMANCE CRITERIA

- 4.1 Implement Delivery Program Priorities in accordance with agreed timeframes.
- 4.2 Meet KPI's as outlined in the Delivery Program.
- 4.3 Ensure that all areas of responsibility conform to Works Health and Safety requirements.
- 4.4 Ensure the timely investigation and resolution of complaints and inquiries in accordance with relevant Acts, Regulations, Policies (Customer Service Charter) and Procedures.
- 4.5 Ensure Timely delivery of tasks and project milestones in accordance with your Annual Work Plan.
- 4.6 Ensure all contracts are managed in accordance with the requirements outlined in the Contract Management Plan.

POSITION DESCRIPTION ATTACHMENT

EMPLOYEE

WORK HEALTH AND SAFETY

All employees of the Leichhardt Municipal Council are required to participate in the Council WH&S Management Program.

Specifically, this means performing your work in a safe manner and monitoring your workplace for hazards or risks. You must take reasonable care for your own health and safety and for those who may be affected by what you do or fail to do in the workplace.

You must cooperate with actions taken by the Council to comply with WH&S legislation and not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.

RISK MANAGEMENT OF LEICHHARDT MUNICIPAL COUNCIL ASSETS

All employees of the Leichhardt Municipal Council are accountable for the management of risk within their own areas of responsibility. Risk includes, but is not limited to:

- Injury to persons or damage to the property of members of the community.
- Environmental risks.
- Damage or unauthorised entry to the Council's buildings and damage to its equipment.
- Loss of the Council's reputation as a good corporate citizen.

To assist you in meeting this responsibility the following policies and procedures have been established which you are required to familiarise yourself with and observe:

- The Risk Management Policy located on the Leichhardt Municipal Council intranet.

Responsibilities	Performance Measures
<ul style="list-style-type: none">• Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation	<ul style="list-style-type: none">• Conformance to WH&S policy and procedures• Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none">• Taking reasonable care for their own Health and Safety as well as that of others	<ul style="list-style-type: none">• Use of SWMS and Standard operating procedures
<ul style="list-style-type: none">• Having an understanding of the Health and Safety requirements associated with their employment	<ul style="list-style-type: none">• Training records
<ul style="list-style-type: none">• Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor• Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;	<ul style="list-style-type: none">• Hazard identification reports• Workplace inspection reports
<ul style="list-style-type: none">• Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	<ul style="list-style-type: none">• PPE maintenance records• Knowledge and use of Standard operating procedures
<ul style="list-style-type: none">• Working in accordance with relevant competency standards	<ul style="list-style-type: none">• Training records.• Supervisor site inspection records
<ul style="list-style-type: none">• Knowledge of WH&S and related legislation within scope of job description	<ul style="list-style-type: none">• Attendance at training sessions