

Melton City Council

# Senior Asset Management Program Engineer

Position Description

PD: 00588

A vibrant, safe and liveable  
City accessible to all

## 1. Position details

Position Title	Senior Asset Management Program Engineer
Directorate	City Delivery
Business Unit	Engineering and Asset Services
Position Classification	Band 7
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement

## 2. Organisational relationships

Reports to	Coordinator Asset Management and GIS
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none"><li>• All Council Departments</li></ul>
External liaisons	<ul style="list-style-type: none"><li>• Consultants</li><li>• Government Agencies</li></ul>

## 3. Our Organisation

### 1. Council Values

Our Values; Vibrant Melton or **Motivate, Empower, Lead, Trust Open and Nurture** represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

### 2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

### 3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

### 4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

### 5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.



#### 4. Position objectives

- Prepare renewal programming for Council assets through a process of data collection, modelling and stakeholder engagement.
- Ensure Council asset condition data is externally sourced and maintained within Council's asset management system to a high degree of accuracy.

#### 5. Key responsibility areas

- Support and enhance methods of data collection through condition auditing processes.
- Ensure Council asset condition data is maintained within Council's asset management system to a high degree of accuracy.
- Provide specialist asset management advice and knowledge to staff.
- Assist in the develop, implementation and maintenance of strategies, plans and policies relating to asset management.
- Ensure renewal programs are prepared.
- Undertake stakeholder engagement with staff in relation to renewal program development.
- Support in the completion of recommendations arising from the Asset Management Service Review audit and Asset Management Steering Committee.

#### 6. Accountability and extent of authority

- The extent of authority to be exercised in accordance with Council's policies and subject to professional and regulatory review.
- Quality, cost effectiveness and timeliness of work performed, and advice given which must be consistent with department and organisational plans and policies.
- Reliability and accuracy of the Asset Management and GIS teams impact the public perception of the wider organisation.
- Keep up to date with developments in legislation, regulations, standards and guidelines that relate to asset management.
- Maintain confidentiality regarding Council data that is sensitive or inappropriate for general release.
- Provide specialist technical guidance involved in the delivery of asset management services and liaise with other departments to deliver high quality asset management services subject to professional and regulatory review.
- Exhibit a strong dedication to Work Health and Safety (WHS) accountability by adhering to pertinent WHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

#### 7. Judgement and decision making

- Exercise significant independent judgement on problem-solving processes.
- Play a key role in the decision-making and problem solving of the Asset Management and GIS team.
- Provide a professional example to junior asset management team members.

- Identification and analysis of an unspecified range of options before providing expert advice and recommendations to the Coordinator Asset Management and GIS on the direction of Asset Management to support service delivery.
- Solve technical problems, undertake original investigations and research, and make asset management decisions having regard for all relevant strategies, plans, policies and procedures.
- Guidance is not always available within the organisation.

## 8. Specialist skills and knowledge

- Understanding of the long-term goals of the wider organisation and of its values and aspirations with particular regard to the legal and political context in which it operates.
- Highly developed skills in the use of asset management, and the application of skills to search for solutions to especially to new problems and opportunities to query data effectively.
- Knowledge of legislation, regulations, standards and processes relevant to asset management.
- High level of self-motivation, initiative, problem identification and solving skills.
- Current valid Victorian drivers licence.

## 9. Management skills

- Contribute to the continuous improvement in processes relating to renewal programming and condition auditing.
- Assist in the development of other asset management staff.
- Manage own time, prioritise, plan and organise projects so as to achieve specific and set objectives in the most efficient way possible, maximising existing resources to meet time constraints despite conflicting pressures.

## 10. Interpersonal skills

- Deliver an excellent standard of customer service.
- Communication skills, both oral and written, and ability to communicate effectively and professionally with customers to gain cooperation to project outcomes.
- Gain cooperation and assistance from customers including data custodians, employees and members of the public, and other staff in the pursuit of broadly defined activities and objectives.
- Liaise with counterparts in other organisations to discuss and resolve specialist problems.
- Promote a team environment where cooperation, knowledge sharing, respect and support among fellow employees are valued.

## 11. Qualifications and experience

- A tertiary qualification in civil engineering or asset management, or a related field in project or data management with several years of subsequent relevant experience, alternatively lesser formal qualifications with extensive relevant experience.
- Significant experience in the asset management field, particularly in renewal planning and condition auditing processes.
- Experience in guiding junior staff is desirable.
- Experience in local government processes is desirable.
- Current valid Victorian drivers licence.



## 12. Key Selection Criteria

1. A tertiary qualification in civil engineering or asset management, or a related field in project or data management with several years of subsequent relevant experience, alternatively lesser formal qualifications with extensive relevant experience.
2. Demonstrated experience in the preparation of renewal programs for existing built assets.
3. Demonstrated experience in the completion of condition auditing relevant to existing built assets.
4. Experience in the use of data collection, management and/or visualisation software (eg Fulcrum, SQL, PowerBI) in the management of asset data.
5. Demonstrated ability to gain cooperation and assistance with stakeholders in the pursuit of specific data-related objectives.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

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Director City Delivery

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Approved by Position Title

\_\_\_\_\_  
April 2024

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Date Approved

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Incumbent's name

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Signature

\_\_\_\_\_  
Date