



Position Description

Role:	Asset Coordinator
Department/Section:	Environment and Planning/Engineering
Reports to:	Senior Project Engineer
Responsible for:	NIL

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

The main purpose of this position is to manage, promote and coordinate the utilisation of Council's Asset Management System and database in accordance with relevant policies and strategies.

This position will manage the governance and financial link between the Environment and Planning Department and Corporate Services Department and provide reports on assets to the Council and Audit Committee.

This role requires an understanding of infrastructure asset management principles and practices including fair value, depreciation, life cycle management, useful lives, disposal costs, condition assessments, data collection, forward planning and risk management.

KEY RESPONSIBILITIES

- Manage, promote and coordinate the utilisation of Council's Asset Management System and any other asset management related products
- Coordinate asset condition inspections and documentation in accordance with relevant Asset Management Plans
- Update Council's Asset Management Plans. Policy and Strategy as required
- Undertake periodic evaluation of Council's current asset databases and recommend improvements including revaluations and assessment of useful lives.
- Develop and prepare budget forecasts for 10 year and 4 year financial plans and annually for each asset class
- Provide data and reports to Council, the Audit Committee and other Government agencies relating to infrastructure assets
- Prepare cost estimates, contract documentation, reports and correspondence associated with any asset management matters
- Plan, design and undertake community consultation for any asset management matters
- Preparation and submitting of grant applications, administration and reporting in accordance with the conditions of grant funds
- Overseeing Asset GIS system and data management including workflows and timely updates to data
- Assist as necessary with management and operational workloads.
- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy
- Other duties may be allocated by the Supervisor or Manager.

WORK HEALTH AND SAFETY RESPONSIBILITIES

As an employee of Mosman Council you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the *WHS Act*)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Participate in training, emergency response rehearsals and reviews
- Keep the workplace safe, clean and tidy
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Report hazards
- Undertake rehabilitation and return to work program requirements, where required
- Wear and maintain provided Personal Protective Equipment (PPE)
- Cooperate with Site Safety Rules
- Actively participate in any other safety activities

SKILLS AND COMPETENCIES - Selection Criteria

Essential:

- Tertiary qualifications in Civil Engineering, Asset Management or related field
- Minimum of two years' experience in Asset Management or related field
- Demonstrated understanding of Asset Management principles and practice
- Demonstrated experience working with standard Asset Management Systems such as AssetFinda or equivalent
- Demonstrated experience working with GIS products such as MapInfo or equivalent
- Demonstrated experience using Microsoft Excel
- Demonstrated commitment to customer service and working in a team
- Demonstrated commitment to improving work processes and data management
- Demonstrated commitment to Work Health and Safety principles in the workplace and on construction sites
- Knowledge and understanding on grant administration from start to finish including the preparation and submitting of grant applications and various reporting procedures
- Current drivers licence
- Valid COVID-19 vaccination certificate

Desirable:

- Understanding of local government structure, practices and procedures
- Experience with the computer design package AutoCAD
- Work Cover accredited Work Health and Safety General Induction for Construction Works in New South Wales

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2020*.

Hours:	140 hours over a 4 week period across a 7 day spread of hours
Status:	Full-time
Qualifications:	Tertiary qualifications in Civil Engineering, Asset Management or related field
Experience:	Minimum of two years' experience in Asset Management or a related field
Commencing Salary / Range:	Group F Council Salary System plus Superannuation Band 2, Level 3 to Band 3, Level 2
Position Approved By:	Director Environment and Planning
Approved Date:	July 2022

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....