

Position Title:	Asset Management Engineer		
Position Code:	P091	Evaluated:	18/02/2016
Award Classification:	Band:	3	Level: 2
Salary System Grade:	Grade:	5	Minimum Level: Entry
Approved:	Derek Finnigan		Date: 22/09/2021

Primary Purpose of the Job

The Asset Management Engineer is a professional technical specialist that provides services related to the review and development of engineering asset management plans, strategies, systems and practices in conjunction with the various asset managers and the Chief Engineer.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this job is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Assist Asset Managers with the review and update of Asset Management Plans which optimise the provision, maintenance renewal and/or replacement of engineering assets, to ensure that the assets are sustainably managed throughout the whole of the asset life cycle for both the current and future community.
2. Collect and manipulate asset related data to input into works programs, focusing on maintenance and renewal of assets; define data management requirement for various sources of assets and facilitate the establishment of systems to monitor effective data capture.
3. Provide expert advice to Asset Managers and other staff on the key inclusions in asset management planning including budgets, asset accounting, and the long-term financial management plan; and assist to develop and maintain the Asset Management Improvement Plan and provide input into Council's Asset Management Strategy.
4. Develop a systematic approach to condition rating of assets for the purpose of asset management planning and develop inspection procedures to ensure inspection outcomes are met and condition ratings are applied consistently.
5. Arrange regular steering group meetings and make recommendations to the Asset Management Steering Group related to improving asset management maturity, including prioritised action lists and procedural enhancements and changes.
6. Assist Asset Managers with the implementation of Infrastructure Risk Management Systems based on Australian Standards and the Statewide Mutual Best Practice Manuals to the extent adopted by Council.
7. Be responsible for managing projects, related to asset management plans and improvement programs including making recommendations for selection, implementation and operation of suitable software for the improved management of Assets.
8. Carry out regular asset valuations of asset types and classes as required.
9. Any other such duties that are commensurate with the employee's skill level, competency and training.




Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This job requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework

Group and Capability	Capability & Behaviour Descriptors
 Achievement: Achieve quality outcomes in line with organisational objectives	<ul style="list-style-type: none"> Plan and use the available resources to complete work tasks within acceptable budget, timeframes and standards Understand objectives and prioritise work accordingly Identify and suggest system or process improvements within your own functional area
 Accountability: Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies	<ul style="list-style-type: none"> Be accountable for your own actions Act within delegation of authority levels, and work within legislative frameworks and policies Understand the application of safe work practices, consider and address risks in daily operations
 Effective Communication: Listen, interpret and convey information in a clear and respectful manner	<ul style="list-style-type: none"> Present your ideas and views in a clear and respectful way Consider body language and facial expressions and adapt where necessary View concerns and disagreements as challenges to be solved, and follow issues through to resolution

Key Tickets, Qualifications and Other Skills

1. A Degree in Civil Engineering (or equivalent) with extensive experience in asset management tasks and procedures.
2. Class C Drivers License
3. Demonstrated experience and/or capability to deliver the *Job Specific Key Accountabilities* (above).
4. Demonstrated [**Developed**] key capabilities as defined in the *Key Capabilities* Table (above).