

POSITION DESCRIPTION

ASSETS ENGINEER

Position Description

Directorate:	Infrastructure Delivery
Reports to:	Manager Assets and Engineering
Position Number:	PA2
Classification:	Grade 5 in Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

To develop and maintain the asset information system, including alignment with maintenance, renewal and replacement planning and audit systems.

To manage asset lifecycle by aligning maintenance and replacement planning with Council's asset management strategies, legislative, regulatory and audit requirements.

To plan asset replacement in line with Council's asset management systems requirements.

To assist management in the identification and implementation of work process continuous improvement and to ensure cost effective and value for money management of assets and delivery of works.

Key Responsibilities

Operational

- Plan and schedule maintenance activities in accordance with Council's Asset Management Systems and best practice principles.
- Develop procedures, performance reports and user dashboards which enable efficiencies in the maintenance and management of assets.
- Actively liaise and consult with relevant staff members to ensure effective communication is maintained.
- Minimise costs to Council of asset infrastructure renewals and upgrades through:

- identification of poor work practice and improved work efficiencies.
- less rework through improved Work Process Guidelines and improved cost efficiencies.
- identification of best practice cost effective technology.
- application of engineering judgment regarding diagnosis of failure mechanism.
- identification of contributors to failure, loadings and fit for purpose remedial treatments.
- Ensure Asset Management Information Systems are developed, maintained and utilised effectively to enhance the organisation's continuous improvement in Asset Management.
- Coordinate Asset Management Information System user training to promote and facilitate cultural change to enable staff to effectively use the Asset Management Information System in their day to day work functions.
- Develop, maintain, and audit asset registers to ensure quality asset information is recorded including current, accurate, complete, and consistency data.
- Prepare work orders and associated attachments for operations and capital work activities.
- Prepare external consultant briefs.
- Prepare accurate concept and detailed works estimates.
- Prepare schedules and project plans to works are adequately planned prior to delivery.
- Assist in the development and preparation of risk management plans to mitigate/minimise risks to the Council and stakeholders.
- Be a central contact point for stakeholders regarding asset management.
- Maintain a cooperative and fair relationship with all internal and external stakeholders.
- Ensure weekly communication with the Manager Assets and Engineering to ensure asset systems are maintained.
- Preparation of regular reports.
- Actively consult with other Narrabri Shire staff and external service providers to ensure matters are achieved in a timely manner.
- Assist in the preparation of contracts and tenders.
- Work with management to deliver on strategic and operational business improvement by, focusing on delivering efficiencies and improved work processes.
- Participate in team meetings as required, encouraging open and regular communication.

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others, and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

Direct Reports 1

Indirect Reports Nil

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.
- General Construction Induction Card (or recognised equivalent).

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Tertiary qualifications in Engineering acceptable to the Australian Institution of Engineers.
- Demonstrated experience and detailed practical knowledge in Asset Management Information Systems and associated works management and reporting capabilities including data analysis, quality and integrity.
- High proficiency in the appropriate use of contemporary technologies such as Strategic Asset Management Planning programs and the wider Microsoft Office Suite.
- Demonstrated experience in all functions associated with the management of assets including reviewing, checking and auditing data with a high level of attention to detail.
- Demonstrated ability in developing and testing reports.
- Demonstrated ability to set priorities, plan and organise work to achieve organisational objectives.
- A high level of written, oral communication and negotiation skills, and the ability to work as part of a team.
- Demonstrated experience in proactively working within WHS and encourage zero harm environments.

Desirable

- Formal qualifications in Asset Management.
- Versant with AutoCAD software suite and information management systems.

Document Review Date

November 2021

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

Manager People and Values:

Director:

General Manager:

Employee:

[candidate_first_name] [candidate_last_name]	[acceptance_status]	[acceptance_date]
Name	Signature	Date (dd/mm/yyyy)