

POSITION DESCRIPTION

Title:	Senior Asset Engineer - Strategy
Group:	Asset Strategy
Reports to:	Asset Planning Manager
Grade:	18
Hours:	Full time - 35 hours per week
Vehicle:	Yes + CLA

Position Purpose

To assist the Asset Planning Manager with the development and implementation of the Asset Management Policy, Strategy, and actions.

Qualifications and Experience

(Minimum required/essential for success in the job)

Essential:

- A Degree in Civil Engineering or another relevant and equivalent tertiary qualification with extensive relevant experience.
- Experience in developing and implementing Asset Management strategies.
- Experience in the preparation and implementation of Asset Management Plans.
- Ability to apply a sound knowledge of civil engineering construction principles.
- Demonstrated experience in Asset Management including the use of Asset Management Systems.
- Demonstrated ability for accuracy, attention to detail and to manage multiple tasks to meet deadlines
- Demonstrated experience in developing, mentoring and performance managing staff.
- Excellent written and verbal communication skills and excellent presentation skills
- Experience in using a quality management system or other business improvement initiatives.

Desirable:

- Previous practical experience in one or more of the following:
 1. Roads
 2. Storm water
 3. Building
 4. Recreational Assets
- Qualifications in Asset Management.
- Experience in conducting condition inspections on public assets.
- Experience in capital works programming and engineering forward planning.
- Experience with the Technology One Asset Management System.
- Previous experience in Local Government and demonstrated knowledge of Local Government Act, Environmental Planning & Assessment Act and Roads Act.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's

Asset Management

- Prepare, review, update and implement the Asset Management Policy, Strategy and actions
- Manage Council's Asset Management System and maintain its currency. Provide support and assist other staff with the use of the system
- Utilise Council's Asset Management System to report internally and to satisfy statutory reporting requirements
- Monitor changes to legislation and report on any maintenance implications to Council's assets
- Prepare and maintain maintenance plans, budgets and procedures
- Manage the preparation of contract documents, including project briefs and manage consultants and contractors in relation to condition assessment inspections
- Manage the inspection program for Council's infrastructure assets and provide expert advice on compliance, condition and requirements for asset renewal
- Engage and manage service providers and contractors to perform professional services, condition and compliance assessments, and renewal and upgrade works
- Identify, program and budget for maintenance, renewal, upgrade and new works
- Develop, map and review processes and procedures as per Council's QMS process

Corporate

- Adhere to Shellharbour City Council's corporate standards, systems and procedures
- Participate in the performance and development review process to manage own performance
- Provide supervision, coaching and guidance to staff/contractors
- Provide specialist support and guidance to team and others in Council.
- Ensure staff/contractors are involved appropriately in decision-making and are informed of relevant decisions
- Implement and manage communications with staff and contractors including both formal and informal meetings
- Ensure both staff and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews

Contribute to the overall management of the organisation

- Assist in the development of and reporting on Council's Community Strategic Plan, the 4 year Delivery Program, the annual Operational Plan and budgets.
- Assist in the development, implementation, maintenance of and reporting on Council's management systems including, but not limited to, those addressing asset management, contracts, project delivery, safety and quality
- Implement and develop corporate Council policies and procedures
- Prepare and present Council, legislative, technical and performance reports to internal and external customers
- Maintain currency of professional expertise
- Assist with Council's audit processes
- Design and implement effective, efficient and economical risk management and internal control framework that prevents and detects fraud and corruption.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Organisational Values

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety.