

POSITION DESCRIPTION	
Title:	Senior Asset Engineer - Programs
Group:	Asset Strategy
Reports to:	Asset Planning Manager
Grade:	18
Hours:	Full time - 35 hours per week
Vehicle:	Yes and CLA
Position Purpose	
To assist the Asset Planning Manager with the developing, implementation and reporting of the Capital Works / Asset Renewal program.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • A Degree in Civil Engineering or another relevant and equivalent tertiary qualification with extensive relevant experience • Experience in capital works programming and engineering forward planning • Experience in civil and civic construction. • 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:

- Qualifications in Asset Management
- Experience in conducting condition inspections on public assets
- Experience in Project Delivery
- Demonstrated experience in the preparation and implementation of asset management plans
- 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.

Works Programming

- Maintain, and develop Council's Forward Capital Works Programs and databases including asset renewal, upgrade and creation projects
- Prepare reports relating to the financing and programming of infrastructure
- Undertake investigations and prepare options for civil projects and address public enquiries, concerns and complaints in an efficient and courteous manner
- Prepare preliminary designs, and quantity and cost estimates for civil projects
- Prepare submissions to the relevant authorities for funding assistance
- Incorporate recommendations from Council approved strategies within the Capital Works Program
- Develop, map and review processes and procedures as per Council's QMS process
- Monitor changes to legislation and report on any maintenance implications to Council's assets

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.

