| POSITION DESCRIPTION | |
|---|---|
| **Title:** | **Asset Officer** |
| **Group:** | **Asset Strategy** |
| **Reports to:** | **Senior Asset Engineer** |
| **Grade:** | **17** |
| **Position Allowances:** | **May be eligible for Civil Liability Allowance (CLA)** |
| **Hours:** | **35 hours per week** |
| **Number of Direct Reports:** | **Nil** |
| **Number of Indirect Reports:** | **Nil** |
| **Vehicle:** | **No** |
| **Position Code:** | **81103, 81104, 81106, 81108<br>81109 (Temporary)** |
| **Pre-placement Medical:** | **Low Risk – Not required** |
| **National Police History Check:** | **Not Required** |
| **WWCC Check:** | **Not Required** |
| **Date Developed:** | **May 2019** |
| **Date Reviewed:** | **April 2021** |

## Position Purpose

Management of Council's existing Buildings and Aquatics, Open Spaces (parks, sportsfields etc), Stormwater and Transport infrastructure networks.

For their respective infrastructure network, the Asset Officer will be responsible for managing customer requests, defect and condition inspections, capital program development, asset management maturity, grant submissions and all other tasks that come with infrastructure ownership.

## Qualifications and Experience

*(Minimum required/essential for success in the job)*

**Essential:**

- Degree in Engineering or relevant discipline, or working towards with skills and experience deemed equivalent.
- Experience in assessing public asset condition and quality control at all stages of construction of several asset categories including:
  - Buildings and Aquatics
  - Parks, Open Spaces and Landscaping
  - Stormwater (pits, pipes, open drains, detention basins)

    - Transport (roads, footpaths, bridges)
- Demonstrated experience in civil construction and/or asset management, including any of the following areas:
    - Engineering and/or earthworks including civil, structural, geotechnical or parks/landscaping
    - Road construction
    - Preventative maintenance
    - Asset inspection and condition assessment
- Excellent verbal and written communication skills including the ability to deal effectively and tactfully with people at all levels and deescalate situations to enable conflict resolution.
- Demonstrated ability to present concise, accurate verbal and written reports.
- Experience in using a quality management system or other business improvement initiatives.
- Ability to work independently and as part of a team.
- Experience using computer software for Asset and Maintenance Management Systems (eg. Technology One, GIS, MS Project and Office).
- Current Drivers Licence – Class C.
- General Induction for Construction Work Certificate (White Card).

**Desirable:**

- Experience in conducting investigations and providing recommendations in relation to the management of Council's infrastructure.
- Experience in applying Local Government Act 1993, Roads Act 1993, State Environment Planning Policy (Infrastructure) 2007, Shellharbour LEP and DCP and any other relevant legislation.
- Demonstrated experience in grant writing
- Demonstrated knowledge of applicable standards and guidelines, including NCC, Austroads and Australian Standards
- Experience in managing contactors.

## 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.

**Capital Program Management**

- Identify capital projects for the renewal of existing infrastructure networks and implement upgrade and new infrastructure network strategies.
- Scope capital projects for the renewal of existing and upgrade of infrastructure networks. This scoping phase is inclusive of:
    - Identification of appropriate development approval pathway
    - Preparation of cost estimate

- Consultation with community and Council stakeholders
- Preparation of Review of Environmental Factors (as required)
- Preparation of concept design (as required)

- Implement project management principles through contract and financial management of contractors for the purposes of delivering specialist studies, reports, cost estimates or preliminary designs.
- Act as the 'client' during delivery of capital projects, giving direction on scope and budget matters as required.
- Complete quality inspection and acceptance of assets upon completion of capital project delivery.
- Update Council's asset, financial, works and spatial databases upon completion of capital projects.

**Asset Management Maturity**

- Update and refine asset inventory data within Council's asset information system (Technology One) and spatial data within Council's spatial system (QGIS).
- Autonomously conduct investigations and provide recommendations in relation to the management of Council's infrastructure.
- Engage and manage specialist contractors for the delivery of network and/or specialised asset inspections.
- Collaborate across Council for the determination of provision, renewal, operation and maintenance levels of service for Council's existing infrastructure networks.
- Identify critical assets within existing infrastructure networks and develop and implement appropriate control measures.
- Contribute toward Strategic Asset Management Planning through the preparation of Asset Management Plans.

**Management of Customer Requests**

- Manage complex customer requests related to the management of Council's existing infrastructure networks.
- Conduct defect and condition assessments on Council's existing infrastructure networks.
- Make maintenance and capital work determinations for the purpose of mitigating unacceptable risks and ensuring Council's delivery of a consistent level of service across the City.
- Consult with and inform customers and community on the outcome of their requests through various mediums, inclusive of phone calls, emails, meetings and letters.

**Other Tasks**

- Seek out and prepare submissions for grant programs and manage the subsequent successful applications.
- Perform quality inspections and acceptance of newly constructed assets handed over from subdivision developments.
- Assess and approve stormwater connections under Section 68 of the Local Government Act 1993.
- Complete the function and responsibilities of building owner in relation to fire safety certificates under Part 9 of Environmental Planning and Assessment Regulation 2000.

- Liaise with other government departments and offices to ensure the management of Council's infrastructure achieves the required legislative compliance.
- Facilitate collaboration with the various teams within Council that are stakeholders in the management of Council's existing infrastructure networks.
- Represent the Asset Planning team at meetings and workshops related to the management of their infrastructure class.
- Prepare professional and technically sound reports for Councillors, Executive Leadership Team and Senior Management Team as required.
- Maintain knowledge level through networking and seminars, conventions and relevant courses.
- Provide a high level of support to the Senior Asset Engineers and act in that capacity as required.
- Other duties within the limits of skill and competence as directed.

**Work Health & Safety**

- 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.

**Accountability and Behaviours**

- To ensure you are accountable for you behaviours in the delivery of your duties noted in the position and other functions relating to the role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.