

# Bundaberg Regional Council

## Position Description

### Part 1 - Role Particulars

<b>Job Title:</b>	<b>Assets Officer</b>
<b>Classification Level</b>	MOA Level 4
<b>Date prepared:</b>	27/10/2008
<b>Role Purpose:</b>	<p>The primary focus of this position is identify, compile, verify and record the inventory and status of attributes (financial, physical &amp; spatial) for all Council's infrastructure assets, to enable the management of those assets in a manner which allows customer service standards to be met at the minimum life cycle cost.</p> <p>Additionally the role will assist in the development of procedures and systems for asset data collection and assessment of operational requirements which can be applied across Council's asset types.</p> <p>The role will contribute to establishing programs and projects across asset management including supervision of implementation.</p>
<b>Reports To:</b>	Manager Assets
<b>Roles Reporting To This:</b>	N/A
<b>Key Relationships/Interactions (Internal and external)</b>	<ul style="list-style-type: none"> <li>• Departmental Group Manager</li> <li>• Manager - Asset Management</li> <li>• Maintenance Planners</li> <li>• Consultants and contractors</li> <li>• Other Council Officers (particularly Finance, IT, Design and Infrastructure Planning)</li> <li>• Ratepayers</li> </ul>
<b>Decision Making Authority:</b>	In accordance with Council polices and procedures.

### Part 2 – Person Specification

<b>Qualifications and Experience expected</b>
<ul style="list-style-type: none"> <li>• A post secondary qualification in Engineering Technology, Asset Management, Surveying or Spatial Science or considerable experience in one or more of these fields.</li> <li>• Demonstrated extensive industry experience in the application of qualifications in several of the infrastructure areas of water, sewerage, roads, drainage, building, structures, parks, process equipment installations and treatment plants.</li> <li>• Demonstrated extensive experience using GIS, CAD, Asset Management, Database and corporate software systems for collation, integration, recording and interrogation of data sets.</li> <li>• Experience in drafting and in the interpretation and translation of information to and from building, engineering or subdivision plans or shop drawings.</li> <li>• An Associate Degree in Engineering would be an advantage.</li> <li>• Experience in an internal or industry customer service role with demonstrated customer focus would be an advantage.</li> </ul>

### **Technical skills and abilities**

- Ability to identify and implement the use of new technologies in the collection and collation of asset data (e.g. GPS, digital images systems, wireless technology, etc.) in the collection of Asset Management information.
- The ability to determine and or verify physical asset data in the field using simple identification, location, surveying and recording techniques.
- A general knowledge of civil and mechanical construction practices.
- Sound knowledge in the applications of Council work practices, policies, procedures and guidelines
- The ability to collect & process asset location data using GPS equipment would be an advantage.

## **Part 3 – Selection Criteria**

- A post secondary qualification in Engineering Technology, Asset Management, Surveying or Spatial Science or considerable experience in one or more of these fields and demonstrated extensive industry experience in the application of those qualifications in several of the infrastructure areas of water, sewerage, roads, drainage, building, structures, parks, process equipment installations and treatment plants.
- Demonstrated extensive experience in the use of industry standard computer software and technologies for personal management (e.g. Microsoft Suite – Outlook, Word, Access, Excel, etc.), business applications (e.g. corporate software, finance, etc.) and specialist asset management and spatial applications (e.g. GIS, CAD, Database, Asset Management, GPS, etc.) for in-field collection, collation, integration, recording and interrogation of data sets or similar use.
- High level of knowledge of asset management principles and practices with the demonstrated ability to apply same to the development and assessment of asset purchasing and maintenance programs.
- Demonstrated ability to work under general supervision to carry out a variety of activities requiring the exercise of judgement and contribute critical knowledge and skills where procedures are not clearly defined.
- Well developed time management ability as applied to work, both individually and as a member of a team.
- Demonstrated capacity to engage and interact positively with a wide range of individuals in varying roles related to infrastructure asset purchase, operation and maintenance.
- A Queensland "C" class driver's licence or equivalent

## Part 4 - Role Clarity

### Role Clarity Statement

Key Result Areas (Areas of Responsibility and Accountability)	Major Tasks
Asset Management	<ul style="list-style-type: none"> <li>• Determine and where necessary verify physical asset data in the field using a range of surveying techniques.</li> <li>• Compile, update and maintain Council's Asset Management System Databases, Maps and System, including the entry of financial, physical &amp; spatial asset data across all asset types (e.g. Roads &amp; Footpaths, Kerb and channel, Major and minor stormwater drainage, Sewerage treatment and reticulation, water treatment and reticulation, waste treatment and recycling, buildings and structures, parks).</li> <li>• Generate asset related maps, reports models and forecasts.</li> <li>• Develop, optimise and contribute technical knowledge to investigations for asset maintenance and investment plans as directed across all asset categories</li> <li>• Lead in assigned areas of the works program, refine work methods where necessary and prepare and present to staff in regard to procedures , use and input to Council's Asset Management Systems.</li> <li>• Assist in investigations and input to annual register reviews, valuation and reporting projects; preparation of asset assessment reports for procurement and design; and asset investment reports and recommendations for budget consideration</li> <li>• Establish priorities, plan and organise work flow in areas of responsibility</li> <li>• Under direction, liaise with other organisations (public and private) for technical and design related information.</li> <li>• Liaise with the public as required.</li> </ul>
Supervisory Skills	<ul style="list-style-type: none"> <li>• As required, lead a team or project within the work area</li> <li>• Liaise with and supervise contractors in regard to aspects of the asset management program</li> <li>• Daily completion of relevant paperwork, monitoring of workflow and reporting on assigned projects</li> </ul>
Communication / Interpersonal Skills	<ul style="list-style-type: none"> <li>• As directed, communicate with team members, other Council staff, contractors, government departments and ratepayers in regard to Asset Management within council</li> <li>• Work as part of a team supporting fellow workers to work effectively to achieve team objectives</li> </ul>
Legislative	<ul style="list-style-type: none"> <li>• Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Bundaberg Regional Council 'Corporate Recordkeeping' Policy and associated procedures.</li> <li>• Observe Council's Workplace Health and Safety and Environmental policies and procedures, comply with the</li> </ul>

	Workplace Health & Safety Act 1995, Workplace Health and Safety Regulation 1997, Environmental Protection Act 1994 and the Environmental Protection Regulation (1998).
Behaviours	<ul style="list-style-type: none"><li>• Project and promote the image of Council as being efficient, courteous and customer based-focus.</li><li>• Effectively communicate with different levels of the organisation from Mayor, Councillors, Directors, Team members to operational staff and the public, promoting the principles used and value and benefits to Council operations and financial position of a comprehensive organisational approach to Asset Management.</li></ul>

## **General**

In order to enable a sustained systemic improvement to our delivery of products and service, Bundaberg Regional Council has implemented the Australian Business Excellence Framework in Local Government (ABEF). Adoption of this framework requires all staff to commit to the continuous improvement of outcomes for all stakeholders and customers of Council. The values which govern the conduct of management and employees are driven by the Principles intrinsic to the ABEF, and include: loyalty, respect and trust; corporate teamwork; excellence and best practice; open, fair, accountable and efficient work practices; and staff development as defined in the Code of Conduct.

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

Whilst employment is in the position described in this document it is understood that employment is with Bundaberg Regional Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing. Council does not change positions for the purpose of "de-skilling".

All employees are bound by the requirements of the Local Government Act 1993 to act with integrity, and in a way that shows a proper concern for the public interest.

This position may be involved with persons under the age of 18, and it will be a requirement to undergo a Working with Children Check and obtain an approved suitability card for child related employment, per the Commission for Children and Young People Act 2000.

As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Physical fitness test and psychometric testing prior to appointment.

## **Assessment Method**

A development appraisal will be undertaken at least once each year by the supervisor. The process will be that used for appraisal and development of Council employees and a detailed consideration of any objectives and performance indicators set out in this document. A development plan (if applicable) to achieve objectives set and measure their achievement will be incorporated in the review. Participation in this process means being involved in the scheme as an appraisee, an appraiser, or both.

---

**Position: Assets Officer**

I hereby agree to abide by Council values and the Local Government Act 1993 and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

<b>Signature of Incumbent</b>	<b>Signature of Manager/Supervisor</b>
<b>Print Name</b>	<b>Print Name</b>
<b>Date</b>	<b>Date</b>