

POSITION DESCRIPTION



Position Title: Asset Officer	Position Number: ENG-5
Department: Engineering	Accountable to: Coordinator Asset Management
Level and Step: 7	Salary Range: \$88,809-\$96,218
Responsible for the supervision of: <i>No direct/indirect supervisory responsibilities</i>	

Primary purpose of the position	The provision of a comprehensive professional asset data collection and digital / spatial asset data entry service to satisfy the corporate requirements of Council. This includes condition assessments for new and existing assets.
Key accountabilities	<ol style="list-style-type: none"> 1. Asset Management System <ul style="list-style-type: none"> • Implementation of the Asset Management policies and standards in conjunction with the Senior Asset Officer. • Maintain the currency and integrity of digital / spatial data for all assets for updating the Corporate Asset Management Software System. • Develop and maintain a process to collect and capture asset data for assets, upgrades and renewals with the assistance and under guidance of the Coordinator Asset Management, Manager Engineering or the Senior Asset Officer. • Develop and implement processes for increased productivity with the onsite and desktop capture of assets and entry of asset spatial data. • Prepare spatial data for the City's GIS modules, such as Intramaps. • Develop and implement field capturing program for asset data using relevant standards. • Reconciliation of assets with inventories in the corporate asset management software system. • Produce and maintain building floor plans from site inspections and onsite measurements. • Provide onsite surveys and set out assistance for operational requirements. • Liaise and correspond with Other Directorates/Government Departments/Consultants for the purpose of data collection and/or exchange of information. • Undertake 'as required' tasks and projects as directed by Senior Asset Officer, Coordinator Asset Management, / Manager Engineering / Director Engineering when appropriate to the scope and level of this position. • Responsible for daily operation, maintenance and security of Computer systems / software, in accordance with Council's Computer Information Systems Policy. • On-site condition assessment of selected asset classes. • Undertake any other duties appropriate to the level and scope of this position, as directed. 2. Technical <ul style="list-style-type: none"> • Provide technical asset management advice to internal stakeholders regarding the management, maintenance, renewal, risk and long-term asset investment decisions of Council's assets. 3. Asset Management Projects <ul style="list-style-type: none"> • Execute asset management projects arising from Councils Asset Management Strategy and Asset Management Improvement Action Plan under the guidance of Senior Asset Officer and/or Coordinator Asset Management. 4. Occupational Health and Safety <ul style="list-style-type: none"> • Responsible for adhering to relevant Occupational Health and Safety legislation and complying with Council's policy and procedures
Judgement & decision making	<ol style="list-style-type: none"> 1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work. 2. Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor. 3. Apply legislation and Council policy direction to decision-making with guidance from the supervisor. 4. Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards. 5. Apply knowledge and skills to ensure consistent quality outcomes.

Outcomes / Key Performance Indicators (KPI's)	<ol style="list-style-type: none"> 1. Update and maintain Council's Corporate Asset Management Database and asset data for assigned asset classes to the agreed timeframes. 2. Apply service levels and risk management matrix for Civil Infrastructure Assets within agreed timeframes as input to Asset Management Plans. 3. Complete the assessment of the condition of assigned asset classes within agreed time frames. 4. Prepare and update the City's renewal plans for Infrastructure within agreed time frames. 										
Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Possession of tertiary qualifications in a discipline relevant to the position or progression toward completion of a qualification or possession of a less formal qualification with the acquisition of considerable skills and extensive relevant experience in Asset Management. 2. Extensive relevant experience with Asset Management Software Programs and Geospatial Information Systems. 3. Extensive relevant experience with mobile computing and GPS instruments such as Toughbook, Trimble and Leica devices. 4. Extensive relevant onsite experience in asset data capture and analysis. 5. Capacity to interpret and apply Asset Management processes and practices. 6. Strong administrative, time management and organisational skills with the ability to work to deadlines, with excellent attention to detail. 7. Current satisfactory National Police Clearance. 8. Current WA "C" Class driver's license. 										
City of Kalgoorlie-Boulder Values	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">Support</td> <td>We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.</td> </tr> <tr> <td style="text-align: center;">Respect</td> <td>We will treat our team members and our community with mutual respect and understanding.</td> </tr> <tr> <td style="text-align: center;">Fun</td> <td>We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.</td> </tr> <tr> <td style="text-align: center;">Recognise</td> <td>We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.</td> </tr> <tr> <td style="text-align: center;">Connect</td> <td>We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.</td> </tr> </table>	Support	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.	Respect	We will treat our team members and our community with mutual respect and understanding.	Fun	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.	Recognise	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.	Connect	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.
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POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name:
(please print):

Employee Signature:

Date:

Position COA Number: