

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Asset Officer

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Infrastructure Services	Level: 5 to 6
Reports to:	Manager Assets	
Supervision of:	Nil	
Significant Working Relationships:	Asset Management Team Design and Development Team Infrastructure Services Team	

2. Position summary

Assist the Manager Asset Management in providing administrative, operational and technical support in the development and maintenance of asset information systems. Provide technical advice on infrastructure assets and assist in the delivery of Shire infrastructure asset management plans.

3. Community strategic objectives



4. Our Values

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5. Key duties and responsibilities

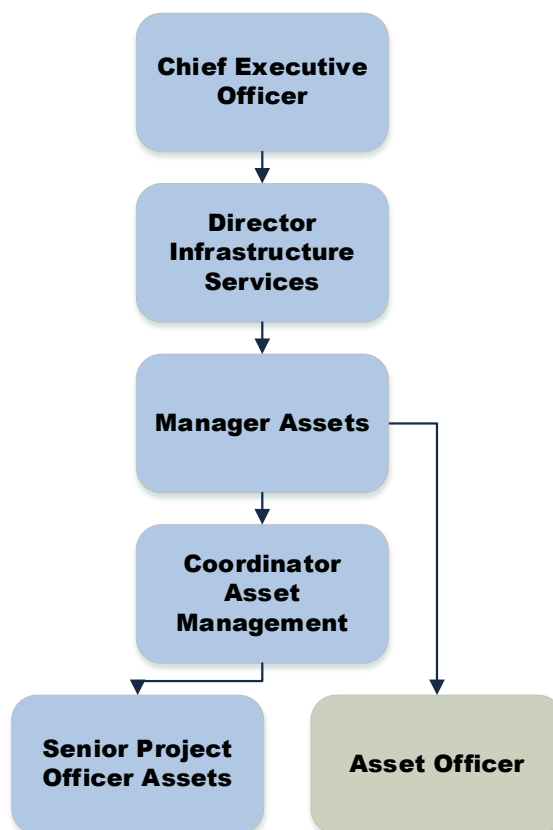
Key functions	Specific duties
Administration	<ul style="list-style-type: none">• Provide administration support to the Manager Assets. Assist with tenders, quotes and contracts, miscellaneous applications and general reports to Council.• Assist the Manager Assets (and Manager Design and Development) in the application, reporting & acquittal of grant funded projects.• Arrange for the pickup and compilation of the Shire's infrastructure assets.
Asset Management	<ul style="list-style-type: none">• Assist the Manager Assets to develop & maintain infrastructure asset registers.• Capture and map GIS spatial data for new and existing infrastructure assets.• Conduct condition inspections and rating of various Shire assets.• Assist the Manager Assets and Manager Financial Services in the preparation of annual asset valuations.• Assist with the development of the Shires asset management programs.
Liaison	<ul style="list-style-type: none">• Liaise with contractors and superintendence representatives.• Communicate effectively with the public and within the organisation.
Other	<ul style="list-style-type: none">• Reasonable duties commensurate with level of responsibility.• National Crime Check.• Current "C" Class Drivers License.
Organisational	<ul style="list-style-type: none">• Work in accordance with the Shire's Work Health and Safety and Risk Management principles.• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures, and principles.

- Create and capture records of work activities in line with policies and procedures.
- Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies, and actions.

6. Extent of authority

Position operates under the general direction of the Manager Assets within guidelines, policies, operational practices, and procedures established by the Shire.

7. Your Team



8. Position selection criteria

Essential

1. Relevant experience and/or tertiary qualifications in civil engineering, asset management or surveying.
2. Understanding of common engineering standards and practices relevant to public assets and infrastructure.
3. Experience conducting technical inspections of public assets and infrastructure.
4. Technical analytical and problem-solving skills.
5. Good written and oral communication skills, including the ability to deal with public enquiries.
6. Strong computer skills, with experience using Microsoft Office, Geographical Information Systems (GIS) and Computer Aided Design (CAD) software.

Desirable

1. Experience capturing and mapping GIS spatial data.
2. Experience using QGIS, and Asset Finda software.
3. Local Government engineering experience.