



# POSITION DESCRIPTION

<b>Position Title</b>	Asset Officer – Asset Condition
<b>Position Code</b>	7194
<b>Directorate</b>	Community & Infrastructure
<b>Work Group</b>	Asset & Developments
<b>Position Classification</b>	Band 6
<b>Effective Date</b>	July 2024

## Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

## Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

## 1. Position Objectives

- 1.1** Undertake field inspections, condition inspections, quality inspections, and data collection of Council assets.
- 1.2** Provide technical asset information to assist in the identification, recording, valuation, renewal and timely capitalisation and reconciliation of Council assets.
- 1.3** Provide asset information and recommendations to support development of future capital works and renewals programs.

**1.4** Implementation of Council's Strategic Plan and development of Management Plans as they apply to the position.

## 2. Working Relationships

Reports to	Asset & Developments Coordinator
Supervises	n/a

## 3. Key Responsibilities

- 3.1** Undertake field inspections, condition inspections, quality inspections, and data collection of Council owned and maintained infrastructure assets and provide relevant reporting.
- 3.2** Submit technical condition reports and lodge data information to support and grow the relevant Asset Information Systems (AMS).
- 3.3** Contribute to the development of Council procedures and plans.
- 3.4** Ensure data is collected using data collection tools and equipment, and is consistent with Council's policies, procedures and plans.
- 3.5** Input data into Asset Information Systems as required, utilising mobility features where available.
- 3.6** Investigate, address and close Customer Action Requests with appropriate actions.
- 3.7** Undertake and support quality inspections for developments and other works being carried out within the municipality.
- 3.8** Support the administration of the National Heavy Vehicles Register (NHVR) on behalf of Council.
- 3.9** Undertake other duties as requested by the Asset and Developments Coordinator.

## 4. Core Physical Requirements

- 4.1** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

- 4.2 Capacity to work in an outdoor environment for varying periods of time.
- 4.3 Capacity to drive a vehicle and walk for extended periods of time by one-self.
- 4.4 Capacity to walk on uneven surfaces.
- 4.5 Capacity to frequently lift items unspecified in weight within individual limits.

## **5. Accountability and Extent of Authority**

- 5.1 Accountable for performing asset inspections for data collection, technical condition inspections and reporting, and risk assessments including appropriate auditable documentation for each step.
- 5.2 Accountable for maintaining accurate records, including diary, materials records, Safe Work Method Statements, and timesheets.
- 5.3 Regular consultation with the Asset and Development Coordinator will be required in setting position priorities and actions.

## **6. Judgement and Decision Making**

- 6.1 Required to improve or develop work methods using problem solving techniques, previous experience and utilising all available technological aides.
- 6.2 In conjunction with the Asset and Developments Coordinator apply established techniques to new situations to solve operational problems and the need to recognise when these techniques are not appropriate.
- 6.3 Required to develop condition inspection programs, monitor progress, establish data collection priorities, and report findings to the Asset and Developments Coordinator.
- 6.4 Guidance and advice will generally be available.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

- 7.1.1 Extensive computer experience including in depth knowledge of Global Positioning Systems (GPS), Geographic Information Systems (GIS), Asset Information Systems (AIS), and how these relate to specific inspection / data recording software.

**7.1.2** Experience in asset management and data collection, technical condition inspections or extensive experience in municipal or similar work relating to infrastructure assets.

**7.1.3** Demonstrated knowledge of road and bridge infrastructure and associated risks.

**7.1.4** Demonstrated risk analysis skills and assessment techniques, and the ability to use risk matrixes.

**7.1.5** General knowledge of Australian standards, codes, Acts and regulations relevant to roads and road reserves, including a detailed understanding of the Road Management Act 2004 and Council's Road Management Plan.

**7.1.6** Demonstrated ability to make accurate and repeatable observations in relation to Council assets such as road infrastructure and assess asset condition and risk.

**7.1.7** Demonstrated knowledge of OH&S practices & legislation.

## **7.2 Management Skills**

**7.2.1** Demonstrated skills in managing time, setting priorities, planning and organising own work to ensure specific and set objectives are achieved.

**7.2.2** Understanding and ability to implement personnel practices including Equal Opportunity and input into staff development programs.

**7.2.3** Responsible for establishing and organising day to day work activities, setting tasks, confirming priorities and action plans.

## **7.3 Interpersonal Skills**

**7.3.1** Ability to gain cooperation and assistance from clients, members of the public and other employees to achieve the objectives of the Asset and Developments Unit.

**7.3.2** Assist in supporting and communicating with staff to ensure a cooperative and multiskilled workforce is developed.

**7.3.3** Highly developed written and verbal communication skills.

**7.3.4** Developed conflict resolution and negotiation skills.

**7.3.5** Ability to liaise with staff and contractors in completing inspections and collecting data in accordance with Council's Road Management Plan.

## **8. Qualification & Experience**

**8.1** Experience in asset management, data collection, technical condition inspections and reporting, or experience in municipal or similar work relating to infrastructure assets.

**8.2** An understanding of Global Positioning Systems (GPS), Geographic Information systems (GIS), and general Asset Information Systems (AIS), and how they relate to specific inspection and data recording software.

**8.3** Demonstrated industry experience relating to road construction and maintenance.

**8.4** Level 2 Bridge Inspection Certificate and previous bridge inspection experience is preferred.

**8.5** Current Driver Licence.

## **9. Key Selection Criteria**

**9.1** Experience in asset management, data collection, technical condition inspections and reporting, or experience in municipal or similar work relating to infrastructure assets.

**9.2** Understanding of Global Positioning Systems (GPS), Geographic Information Systems (GIS), and general Asset Information Systems (AIS), and how they relate to specific inspection and data recording software.

**9.3** Demonstrated knowledge of the Road Management Act 2004 and requirements of Council's Road Management Plan.

**9.4** Experience in bridge inspection processes and reporting, and a current Level 2 Bridge Inspection Certificate is preferred.

**9.5** Demonstrated industry experience relating to road construction & maintenance.

**9.6** Demonstrated ability to work with limited supervision for long periods.

### 9.7 Current Driver Licence.

**Authorised by: Director – Community & Infrastructure**

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**Date:**

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**Employee's Signature:**

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**Date:**

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