# **Position Description**

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| **Position Title** | Technical Officer - Asset Management & Development |
| **Directorate** | Sustainable Development & Infrastructure |
| **Level** | 6 |
| **Reports to** | Coordinator Asset Management |
| **Responsible for** | Nil |
| **Primary Location** | Civic Administration Centre, Margaret River |
| **Delegation** | N/A |

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| **Position Overview** |

The primary requirements of the position are to:

* Contribute to the development, maintenance and analysis of the Shire’s infrastructure Asset Management System within legislative requirements.
* Provide engineering consultation on subdivisions and developments within the Shire, to ensure that specified standards and policies are adhered to and that all works are administered in compliance with the relevant legislation.

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| **Position Responsibilities** |

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| Key functions | Specific duties | % Time |
| Asset management | * Plan and undertake asset condition inspections * Investigate and compile information on existing and new assets. * Validate asset data and enter into asset management system (RAMM) * Assist with all Asset Management documentation such as policies/strategies/plans * Assist with the financial aspects of asset management * Assist with the implementation, development and maintenance of Asset Management systems. * Identify and implement improvement programs for asset system productivity. * Assist with training and support of staff in relation to Asset Management systems and software. * Contribute to forward works programs and related documentation | 45% |
| Development  /Compliance | * Inspect infrastructure related to developments and subdivisions, ensuring compliance with relevant Australian Standards. * Oversee the liaison and correspondence with Other Directorates / Government Departments / Consultants for the purpose of data collection and / or exchange. * Verification of external asset data provided by consultants. * Assist with the assessment of infrastructure implications of proposed planning scheme amendments, structure plans, subdivisions and development applications. * Assess and provide advice on engineering and landscape design plans, specifications and supporting technical reports for subdivisions and developments. | 40% |
| General Duties | * Carry out site inspections, investigation of customer service requests/complaints, follow up, arrange for remedial action (if required) and report to the appropriate officer all in a timely and positive manner. * Business unit administration including progress reporting, input to preparation of annual business plan and general team duties including meetings. | 15% |

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| **Position Requirements** |

**Essential**

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| * Tertiary qualification in civil engineering, asset management, public works or similar, or progression towards completion of a qualification, or significant experience in a similar role |
| * Experience with asset management software * Developed communication skills, both written and verbal |
| * Developed practical knowledge/experience in civil construction |
| * Developed skills for interpreting engineering plans |
| * Knowledge of technical standards relevant to Local Government |
| * Developed word processing, data entry and spreadsheet skills |
| * Hold a current ‘C’ class driver’s license |
| * Construction Safety Awareness White Card |
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**Desirable**

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| * Knowledge of operations and procedures in local government |
| * Knowledge of Town Planning principles * Knowledge with GIS software |
| * Experience in management or supervision of subdivisional developments |
| * Project management experience |
| * Developed knowledge of the subdivision and development planning process |
| * Basic Worksite Traffic Management accreditation |

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| **Key Relationships** | |
| **Internal** | **External** |
| * Asset Services * Finance * Works * Technical Services | * Government departments * Public utilities * Consultants * Contractors * Community groups and individuals |

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| **The Way We Do Things** |

Respect Integrity Community Excellence

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| **Acknowledgement** | | |
| Reporting Officer Name  Tom Davies | Signature | Date |
| Employee Name | Signature | Date |