

POSITION DESCRIPTION

POSITION TITLE	Asset Officer
DIRECTORATE - SECTION	Asset Services – Asset Planning & Delivery
LEVEL - EBA	5 - Salaried
RESPONSIBLE TO	Coordinator Asset Management

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

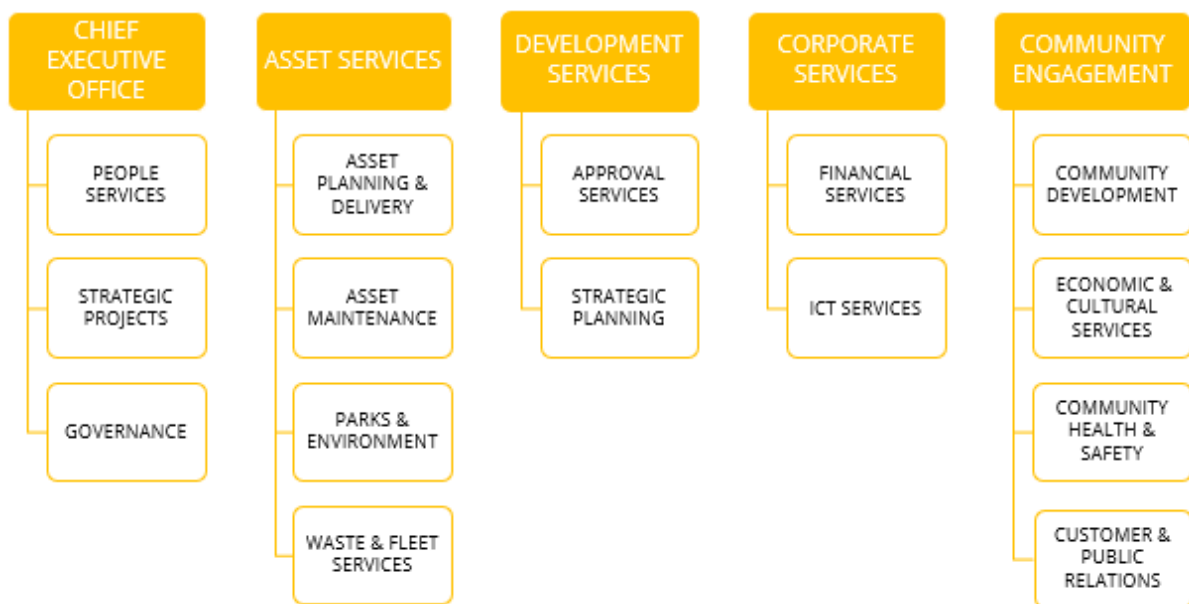
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Assist the Coordinator Asset Management in the accurate collection and entry of physical and conditional asset data into the City's Corporate Asset Management and Geographical Information (GIS) systems.

KEY RESULT AREAS

ASSET MANAGEMENT

- Field collection of inventory and condition data, updating asset registers and associated attributes in the Asset Management System.
- Collect and review asset data for In-Year Capitalisation of City Capital Works.
- Review condition assessment data and identification of renewal works.
- Preparation of budget cost estimates for the 15-Year Capital Works Program.
- Assisting in the preparation of Grant Funding submissions such as the Main Roads Metropolitan Regional Roads Group's Rehabilitation Projects, Commodity Routes Supplementary Fund, and Bridge Special Project Fund.

CUSTOMER SERVICE/ORGANISATIONAL SUPPORT

- Effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high level of service to customers.
- Coordinate responses to customer enquiries and requests in accordance with response targets.
- Establishing effective working relationships and work collaboratively with internal and external stakeholders.

TEAM MEMBERSHIP & SELF MANAGEMENT

- Create a positive team environment, identifying opportunities to collaborate, problem solve and improve service delivery.
- Support the team to create a safe working environment and proactively identify and report safety hazards and improvements.
- Use interpersonal, negotiation, and conflict resolution skills and communicate with a wide range of stakeholders.
- Use analytical and problem-solving skills, and exercise judgement on complex tasks and use of specialist skills and initiative.
- Work under general supervision.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

SELECTION CRITERIA

1. Experience in the successful Asset Inspections by a tertiary qualification (or equivalent experience) in Civil Engineering, Asset Management, or a related discipline.
2. Experience in field collection of inventory and condition data, updating asset registers and associated attributes in the Asset Management System.
3. Experience in preparation of works or project cost estimates for various asset classes for inclusion in an organisational Capital Works Program.
4. Knowledge and skills in the use of Intramap GIS and using mobile devices for asset inspections.
5. Demonstrated ability to prioritise and work on time to achieve agreed timeframes.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision, and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person, and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's license allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence, and training remain within a reasonable range of the original position.

REVIEWED BY: Coordinator Asset Management
DATE PD REVIEWED/APPROVED: 9 August 2024
