

POSITION DESCRIPTION

POSITION TITLE	Asset Systems Officer
DIRECTORATE - SECTION	Asset Services – Asset Planning & Delivery
LEVEL - EBA	6 - Salaried
RESPONSIBLE TO	Coordinator Asset Management

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

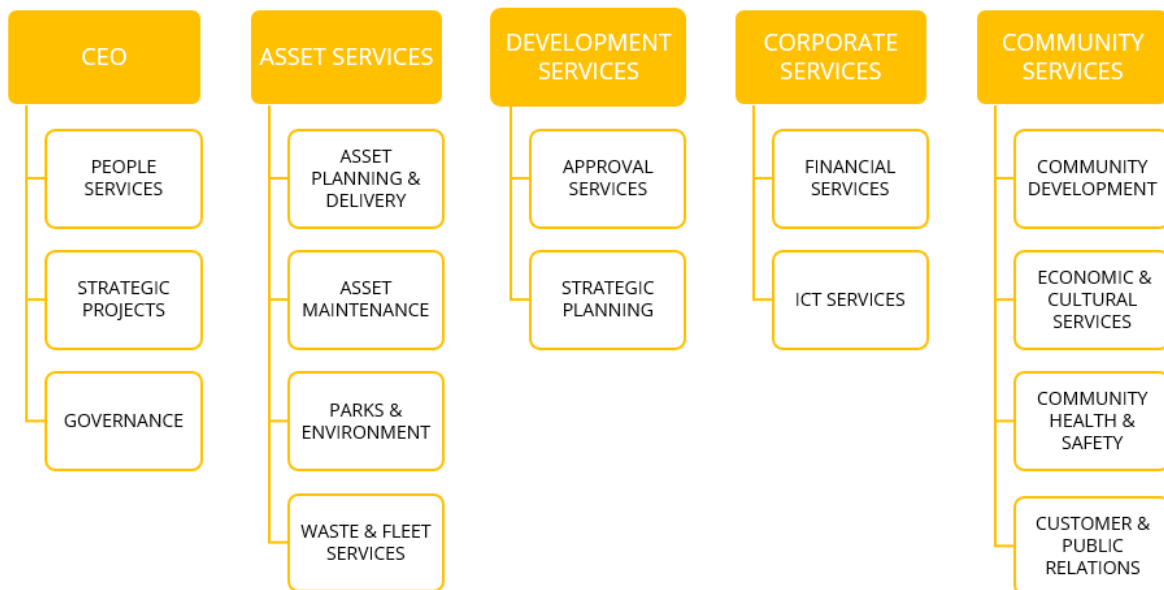
OUR SIMPLE GUIDING PRINCIPLES

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 OBJECTIVES OF THIS POSITION

- The accurate collection and entry of physical and conditional asset data into the City's Corporate Asset Management and Geographical Information Systems, developing asset management plans and capital work programs.
- To provide specialized asset system services, analysis, and advice on the City's asset management system. Ensuring that the City operates within requirements of proper financial reporting and organisational management and forward planning for asset renewals.

KEY RESULT AREAS

ASSET MANAGEMENT

- Provide support to Coordinator Asset Management in the development and review of Asset Management Plans, Asset Management Procedures, and Guidelines.
- Regularly update and monitor the accuracy of the City's asset management system for all newly constructed, gifted, and found assets, including coordination with developers and designers for the provision of A-Spec as-constructed data.
- Coordinate the updating of all capital expenditure into the City's asset management system for asset component values, including reconciliation in liaison with the City's Financial Services business unit.
- Coordinate the updating of asset spatial data in QGIS including integration to IntraMaps.
- Provide high-quality technical advice to line Management in a timely and professional manner.
- Data analysis from the City's asset management system as required.
- Field collection of inventory and condition data, updating asset registers and associated attributes in the Asset Management System.
- Identification of renewal works including determination of treatments, preparation of budget cost estimates, and prioritization of projects 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.
- Assisting in the preparation of technical specifications for RFQs for asset inspections and audits.

CUSTOMER SERVICE (INDIVIDUAL AND TEAM)

- Provide high quality advice to all stakeholders in a timely and professional manner.
- Coordinate responses to internal enquiries and requests in accordance with KPI targets.
- Research and identify improvements in the industry and develop and prepare proposals that enhance and improve service delivery.
- Seek feedback and comments on service delivery across all activities and functions to improve stakeholder satisfaction.

SELF MANAGEMENT

- Participate positively in mentoring and coaching activities.
- Ensure compliance with all legislative requirements including employment agreements, Occupational Health and Safety, and Equal Employment Opportunity.
- Ensure documentation required for role responsibilities and deliverables are completed accurately and on time. This includes time sheets, leave forms, incident reports, the

Performance Evaluation System, position descriptions, staff performance processes, career development, and performance reporting.

- Demonstrate that assigned tasks are properly prioritised

FINANCIAL MANAGEMENT

- Understand the budget and financial constraints of the organisation and the business unit.
- Raise purchase orders within the limit of position authority.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up-to-date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards, and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers, and complying with lawful instructions.

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.

TRAINING/QUALIFICATION(S)/EXPERIENCE

- A degree (or equivalent experience) in Civil Engineering with focus on asset management.
- Demonstrated ongoing professional development in asset management area.
- Demonstrated experience in asset management systems for organisations with substantial quantity and variety of assets

SELECTION CRITERIA

1. Experience in Asset Management and GIS systems validated by a tertiary qualification (or equivalent experience) in Civil Engineering with a focus on asset management.
2. Well-developed knowledge in asset management, asset data collection, condition rating, and data analysis.
3. A high level of attention to detail, accuracy, and confidentiality,
4. Highly effective skills in managing time, setting priorities, and planning and organising work,
5. Evaluation, problem-solving, and customer service skills to resolve technical issues,
6. Strongly developed interpersonal skills to work in a multidisciplinary business

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 licence 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: 11 June 2024
