
Asset and Project Engineer

Position description

November 2020



Northern Grampians Shire Council
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Position description

Position title	Asset and Project Engineer
Classification	Band 6
Directorate	Infrastructure
Department	Infrastructure
Establishment Number	ISIS12

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

This position has responsibility for:

- assisting in the provision of strategic asset management advice and support for future direction relating to asset renewal and replacement;
- development and maintenance of asset management plans for core asset groups to guide future decisions; and
- production of relevant engineering documentation and specifications for works which also includes capital works and special projects.

Key responsibility areas

Asset Management

- Engage internal stakeholders, develop effective working relationships and provide specialist advice on asset management functions
- Provide information and data to internal and external stakeholders to meet reporting and compliance requirements
- Collect and record asset data, ensuring that all data is maintained to a high degree accuracy
- Analyse asset lifecycle requirements and implement effective maintenance and capital work programs to ensure Council's objective are achieved and asset related risks are managed effectively
- Analyse asset condition and performance data to provide internal stakeholders with expert advice on asset maintenance renewals, taking into consideration prioritisation and optimisation
- Assist in identify and undertaking of risk assessments for gaps in work programs, and determine ways of reducing the identified risks through continuous improvement and management strategies;
- Assist in developing, implementation and reviewing of strategic asset lifecycle management strategies, plans and programs based on asset performance and condition assessments in align with Council's long term goals
- Assist in the management, development and maintenance of Council's pavement management system, analyse outputs and negotiate outcomes with asset owners/operational department
- Assist with the preparation of estimates, and responsible for expenditure, associated with work programs in the area of responsibility
- Ensure all compliance with statutory requirement, service standards and funding agreements relative to the areas of responsibility
- Plan, monitor and deliver various projects with limited supervision
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Capital Works Planning

- Assist in developing and monitoring of Council's Capital Works Program within budgetary and time constraints as directed by the Manager Infrastructure.
- Make recommendations for referral to the Capital Works Program.
- Contribute to the preparation, monitoring and implementation of the Capital Works Program.

Engineering Services

- Provide timely and appropriate response to customer enquiries beyond the scope of the operations of the department
- Collect and analyse data for the preparation of strategies
- Provide technical input into the development of engineering strategies, plans, policies and technical standards.
- Assess, investigate and action engineering matters and propose solutions.
- Provide a corporate and public technical information service.
- Develop and maintain appropriate external networks with allied professionals.
- Represent Council at forums and public meetings.
- Provide the engineering components of subdivisions and development works.
- Assist with Emergency Management and Fire Prevention as necessary.
- Prepare reports for Manager Infrastructure as required.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Manager Infrastructure
Manages	N/A
External relationships	General Public, legal advisors, media clients, Servicing Authorities, Government Departments.
Internal relationships	All Shire Staff, Councillors

Accountability and extent of authority

This position is accountable for:

- assuring the effective and safe delivery of project planning and asset management
- assuring contract works and engineering services are performed in accordance with the relevant legislation, regulations and guidelines to ensure worksite and public safety

This position has the authority to:

- identify the need for and contribute towards the development of policy and strategic plans and responsible for their implementation within area of expertise
- freedom to act set by clear objectives and/or budgets, with regular reporting mechanisms; effect of actions taken is usually limited to quality or cost of programs/projects

Judgement and decision making

- Required to exercise skills in problem solving and particularly to be proactive and innovative in the resolution of issues
- Ability to determine appropriateness of variations in works and relative costs for projects through negotiations with contractors
- Evaluate tender submissions in conjunction with Best Value principles and assessment of the ability of contractors to perform proposed projects, in accordance with tender selection criteria
- Ability to liaise with contractors to ensure efficient construction of projects and compliance with Council standards, design plans and specifications, relevant codes, industry agreements, budget and time constraints
- Guidance and advice is usually available from Manager Infrastructure

Specialist skills and knowledge

- Understanding of long term unit goals and policies of unit and wider organisation
- Understanding of asset management and project delivery within the Engineering department
- Familiarity of principles and practices of budgeting and financial procedures

Management skills

- Ability to manage time, determine appropriate priorities for own work
- Ability to plan and program the implementation of projects based upon the availability of staff and contract resources
- Ability to recognise and respond to competing pressures to deliver required outcomes
- Skills in coordinating and overseeing external construction contractors to achieve projects within budget allocations and to meet time constraints

Interpersonal skills

- Ability to liaise with counterparts in other organisations to resolve specialist problems
- Ability to gain cooperation and assistance from internal and external stakeholders in the administration of defined activities
- Ability to work in a team environment with a strong commitment to customer service
- Ability to write reports and prepare routine correspondence

Qualifications and experience

- Tertiary qualifications in the field of Engineering, Asset Management or Project Management with relevant experience.
- Knowledge and experience in asset management related projects including the development and implementation of Asset Management systems
- Experience with Pavement Management System and GIS.
- Experience in valuing, depreciating, capitalising and reporting on local government infrastructure in accordance with Australian Accounting Standards and the requirements of the Victorian Auditor General's Office;
- Ability to calculate quantities and prepare accurate cost estimates and payments for works, either from a design plan and or site inspection.

Selection criteria

1. Relevant tertiary qualifications and relevant experience, or substantial work experience in Asset Management
2. Experience in valuing, depreciating, capitalising and reporting on local government infrastructure in accordance with Australian Accounting Standards and the requirements of the Victorian Auditor General's Office
3. Proven ability to gain cooperation from internal and external stakeholders, including contractor coordination
4. Excellent written and verbal communication skills and the ability to resolve problems innovatively

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Tenure - Permanent Full Time

Qualifying period - All Council appointments are subject to a minimum period of employment (“qualifying period”) of six months .

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	November 2020
Prepared by	Manager Infrastructure
Approved by	Manager People and Culture

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]