

## Position Description

### Technical Officer – Assets



<b>Position Title</b>	Technical Officer – Assets	<b>Role ID</b>	RSTAA1
<b>Division</b>	Engineering	<b>Unit</b>	Roads and Stormwater
<b>Job Grade</b>	5	<b>Award</b>	35
<b>Reports To</b>	Senior Engineer – Assets and Maintenance		
<b>Revised/Created</b>	March 2021 – Position reviewed		

- To manage and maintain Council's asset management systems for road, stormwater drainage and related asset classes, including data collection, entry, reporting, quality control and auditing.
- To establish, develop and continually improve asset data management systems, procedures and processes to ensure integrity and usefulness of the data.

### Values Statement

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#### What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

### Organisational Environment

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#### ENGINEERING

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

#### Roads and Stormwater Unit

The Roads and Stormwater Unit is one of four within the Division and provides road, footpath and cycleway, stormwater and flood mitigation services to the Tweed Community. The Unit is responsible for the planning and maintenance of all road (including bridges, footpaths and cycleways, and traffic facilities) and stormwater drainage (including flood mitigation) infrastructure assets throughout Tweed Shire.

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The unit is responsible for the preparation of Development Contribution Plans, traffic management and policy, infrastructure standards and specifications, infrastructure advice to the Planning and Regulation Division, and floodplain management and stormwater policy.

The Unit also provides mobile plant, store and depot services to the organisation.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

### The Position

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The position, in conjunction with the Asset & Maintenance Engineers, is primarily responsible for the management of Council's asset management systems for roads, footpaths, stormwater drainage and bridges, which have a combined asset replacement cost of approximately \$1.35 billion. This role includes the regular field collection of condition data for road and related assets.

The position is responsible for communications with consultants, contractors and internal staff and provides information to the Asset & Maintenance Engineers regarding new works and donated assets.

The position is required to follow Council procedures in accordance with the Work Health and Safety Act 2011 to ensure the health and safety of themselves, the general public and other workers.

The position is required to communicate with and provide information and training to all road maintenance staff concerning the ongoing management of Council's road maintenance management systems.

The position is required to seek and implement continuous improvement in Council's asset management systems and processes, within the capabilities of current corporate IT and finance systems. Major changes require authorisation from supervisor / management.

The position is required to perform any other duties as directed by their Supervisor (within broad scope of job grade, skills and training).

### The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Manage Asset Management Databases	<ul style="list-style-type: none"><li>Comply with Council asset management guidelines.</li></ul>

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	<ul style="list-style-type: none"><li>• Accountable for ensuring Council asset databases are accurate and up to date.</li><li>• Set up and maintain field devices for recording of maintenance works, including training of field staff in their use.</li><li>• Preparation and audit of data entry of accomplishment records for road activities.</li><li>• Capture asset spatial data and liaise with GIS team to ensure integration with asset register information.</li><li>• Produce maintenance performance reports and distribute to staff as required.</li><li>• Undertake data capture and enter all donated and constructed new assets into asset systems.</li><li>• Reconcile data and produce inventory reports for Council and Government departments (e.g. NSW Grants Commission).</li><li>• Organise and coordinate consultants for road asset condition data surveys for full asset revaluation purposes.</li><li>• Undertake field collection of road asset condition data outside of revaluation periods.</li></ul>
<b>2. Administration</b>	<ul style="list-style-type: none"><li>• Prepare minor works quotation offers as requested by Asset and Maintenance Engineers.</li><li>• Investigate and report on complaints and work requests from the community.</li><li>• Audit Work-As-Executed information for new works.</li><li>• Brief the Roads and Stormwater Unit - Contracts Section for the preparation, supervision and administration of contracts for road asset preservation works.</li><li>• Organise and supervise contractors for termite treatment of timber road bridges and structures.</li><li>• Arrange for, or perform, investigations of road and footpath defects and surface properties as required.</li></ul>
<b>3. Communication – written and oral</b>	<ul style="list-style-type: none"><li>• Liaise with Construction Engineers regarding asset handover information.</li><li>• Liaise with Asset Accountant and GIS Team on asset data entry and management.</li><li>• Provide written reports on asset inventory as required.</li></ul>

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	<ul style="list-style-type: none"><li>Effectively communicate with Internal and External clients and provide advice when required.</li></ul>
4. Work Health and Safety	<ul style="list-style-type: none"><li>Work in a safe manner and provide a safe working environment for contractors and staff.</li><li>Have regard to safety of self and others.</li></ul>
5. Quality Control	<ul style="list-style-type: none"><li>Directly accountable for continuous improvement of procedures and systems.</li><li>Provide quality customer service to internal and external clients.</li></ul>
6. Risk Management	<ul style="list-style-type: none"><li>Assist management in on going Hazard Identification, Risk Assessment and Risk Control.</li></ul>

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

#### **Health Safety and Environmental System (HSES) Responsibilities**

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

#### **Compliance Training Requirements**

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

#### **Infection Control and Immunisation Requirements**

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

#### **Organisational and External Relationships**

##### ***Organisational Relationships***

- Construction Engineers for road construction works.
- Assets & Maintenance Engineers for asset management, asset recording and minor works quotation preparation.

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- Finance Unit staff for assets records.
- Geographical Information System staff for spatial data capture of road related assets

### External Relationships

- Supervision of minor works contractors
- General public
- Local residents

### Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

### Delegations and Authorities

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#### Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the position.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc. These checks need to be reconfirmed on a regular basis.

### Selection Criteria

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#### Knowledge and Competence: (to be addressed in full when making application)

1. Demonstrated knowledge of safe work practices.
2. Demonstrated experience with asset management systems.
3. Demonstrated competence in supervision of minor contracts.
4. Demonstrated competence in report writing and data retrieval.
5. Possess good communication skills, both written and oral.
6. Possess good personal organisational and time management skills.
7. Demonstrated ability to read engineering and construction plans accurately and interpret data.
8. Demonstrated advanced knowledge of computer hardware, Windows operating systems and Microsoft Office applications including Excel and Access.
9. Current Vehicle Licence – Car.

#### Desirable:

10. Diploma in Civil Engineering and/or Asset Management
11. General Construction Induction Card (White Card).
12. Experience in Local Government.

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#### Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview. Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

<b>Personal Attributes</b>	<b>Minimum Standard</b>
Manage Self	Intermediate
Display Resilience and Adaptability	Intermediate
Act with Integrity	Intermediate
Demonstrate Accountability	Intermediate
<b>Relationships</b>	
Work Collaboratively	Intermediate
Communicate with a Customer and Community Focus	Intermediate
Influence and Negotiate	N/A
<b>Results</b>	
Plan and Prioritise	N/A
Think and Solve Problems	Intermediate
Deliver Results	Intermediate
<b>Workforce Leadership (supervisory roles only)</b>	
Manage and Develop People	N/A