

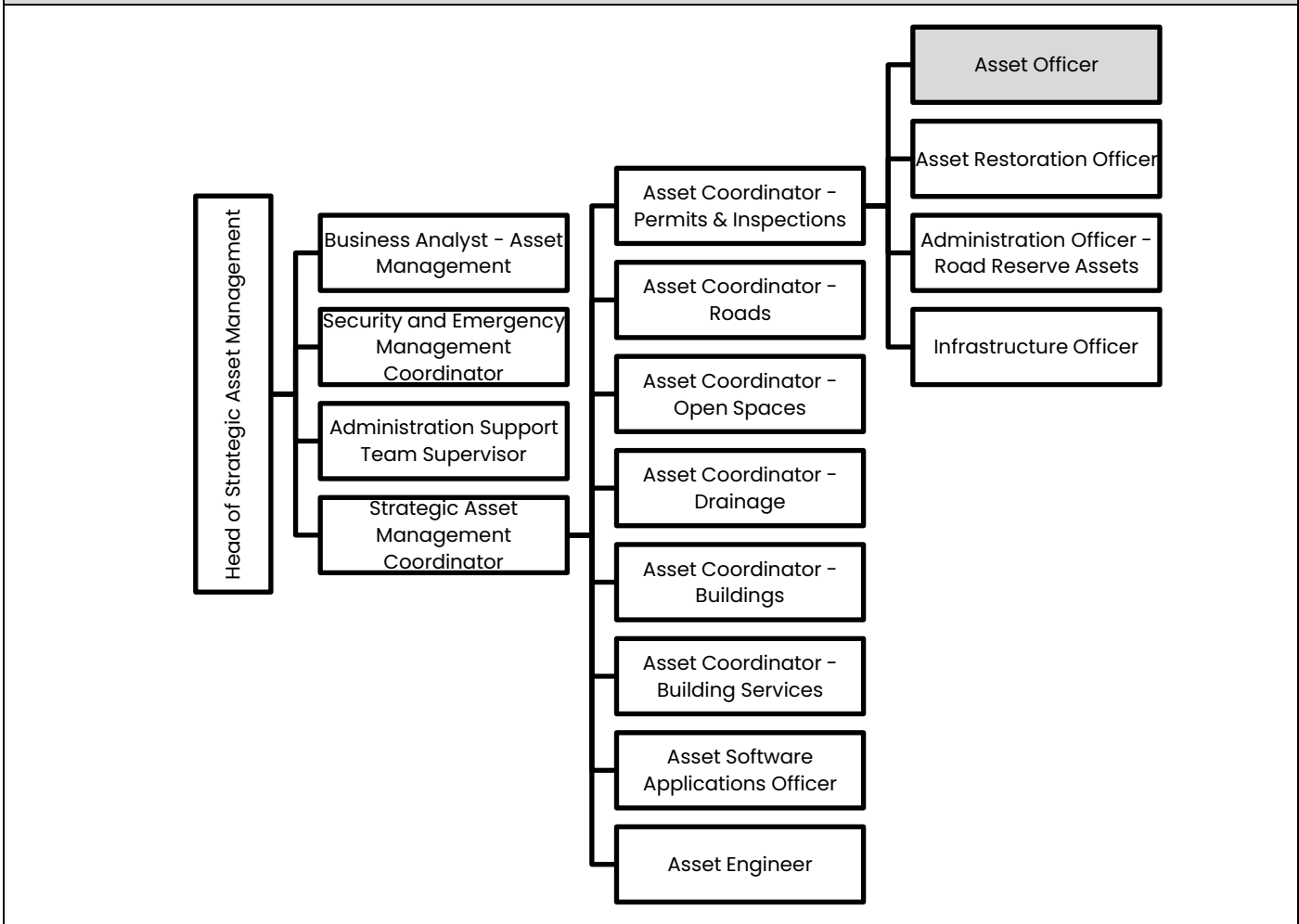
Position Description

Position Title:	Asset Officer
Grade:	G
Department:	Asset Management
Date:	August 2024

Position Purpose

To provide a single point of contact and liaison for all Roads Act related works and functions within the Council road reserve. Conduct Roads Act inspections and manage associated applications and securities in relation to construction/development works. Conduct routine maintenance inspections and assess the condition of Council infrastructure assets including the provision of data, information and support, the operation of technology & systems, and assisting with customer enquiries. Liaise with key stakeholders for any restoration of damaged public assets and non-compliant works. Perform other duties as required and/or directed by the Permits & Inspections Coordinator.

Department Structure



Key Result Areas

1. Teamwork

Major Actions

- Become multi-skilled personnel with a focus on strategic operation roles; delivering permit applications, undertaking a range of different tasks and inspections, and provide bond management services
- Cover duties for other Officers as required.

2. Asset Inventory Maintenance

Major Actions

- Record existing assets during inspections for inclusion into TechOne database.

3. Routine Programmed Inspections

Major Actions

- Conduct maintenance related inspections on Council assets such as pavements, footpaths, kerb & guttering, bridges, dams, drainage, line marking and signage.
- Conduct additional maintenance related inspections on other Council assets not listed above as required.
- Identify intervention level defects, estimate restoration quantities and raise Work Orders
- Conduct annual night audits on signs and line marking.

4. Roads Act Inspections

Major Actions

- Inspection of works within the road reserve including kerb, guttering, drainage, vehicle crossovers/driveways, laybacks, footpath, and road pavements in relation to a building / construction / development activity
- Carry out inspections and Roads Act Approvals in accordance with Council's latest Specifications and Policies
- Accurate estimation of required restoration quantities and costs prior to issuing Work Orders. Anomalies resolved prior to issue of instructions.
- Negotiate with customers for feasible resolutions.

5. Utility Investigations

Major Actions

- Assist in undertaking investigations in relation to utility Service Provider works
- Liaise with utility providers and identify restoration work
- Complete inspection and provide scope of restoration works as per MOU requirements within a timely manner.

Key Result Areas

6. Council Bonds

Major Actions

- Ensure timely inspection and release of Council-held securities / bonds to customers
- Provide restoration quotes to customers for damaged public assets and/or non-compliant works
- Provide appropriate bond amount estimation to customers
- Seize Council-held securities / bonds as required for restorations
- Conduct inspections and determinations on the bond backlog.

7. Quality Control & Corrective Actions

Major Actions

- Ensure inspections of road reserve infrastructure are assessed based on the latest Council Specifications and guidelines
- Liaise with key stakeholders to identify and implement corrective actions for non-compliant works
- Maintain records in accordance with Council and regulatory guidelines / requirements / Information Management Policy.

8. Work Orders

Major Actions

- Raise Work Orders for identified intervention level defects following routine inspections.

9. Insurance Claims

Major Actions

- Undertake site inspection and provide inspection notes / site photos to Coordinator.

10. Customer Service

Major Actions

- Provide effective service to Council customers and the community
- Provide effective service to internal stakeholders
- Accurately identify the needs of customers
- Take action to satisfy customer needs
- Present a positive image of Council
- Respond to customers within a reasonable timeframe.

Key Result Areas

11. Corporate Governance and Effective Work Practices

Major Actions

- Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Council's Code of Conduct, Values and relevant policies and procedures
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others and use positive communication techniques
- Resolve workplace conflict in line with Council policy
- Undertake recordkeeping activities in accordance with Council's Records Management business rules, procedures, policies and State Records Legislation

12. Work Health and Safety (WHS)

Major Actions

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Civil Engineering qualification or extensive experience in a relevant field such as Construction and Maintenance
- Demonstrated high level of computer skills and use of computer applications such as MS Word, MS Excel, MS Outlook
- Demonstrated experience in road asset related inspections and effective preparation of correspondence to customers or internal departments
- Ability to work independently with minimal supervision together with a commitment to working in a team environment
- Excellent written and verbal communication skills
- Excellent customer service skills, including the ability to provide clear, timely advice to all internal and external stakeholders
- Effectively manage customer expectations and demonstrated dispute resolution and negotiation skills
- A current Class C Drivers Licence
- General Construction Industry Induction Training Card (White Card).

Desirable

- Previous local government experience
- Experience in working with asset management systems and software
- Experience in working with external contractors, developers and residents
- Previous experience in a similar role.