

## Field Validation & Technical Officer

### Position Description

<b>Directorate</b>	Projects and Asset Services	<b>Department</b>	Asset Management
<b>Reports To</b>	GIS & Asset Data Team Leader	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 3

### Position Purpose

This position will undertake asset data integrity and improvement activities including the capture, review, maintenance and field validation of asset data required to improve the quality of asset related information in Council's asset management system and geographic information system (GIS).

### Key Responsibilities and Outcomes

As a member of the Asset Management team you will:

- Undertake field inspections to review, collect and update asset management data, including the confirmation of "As Constructed" information, undertaking condition analysis, and recording defects and compliance information.
- Undertake data integrity and data improvement activities in order to improve the quality of asset related information in Council's asset management system and GIS.
- Prepare, update and maintain scripts using Feature Manipulation Engine (FME) for field surveying and spatial asset capture (including asset attribute data) to improve work processes and practices.
- Participate in data maturity assessments in order to implement the data maturity roadmap that contributes to effective asset management practices.
- Contribute to implementing Asset Design and As Constructed (ADAC) future revisions including liaising with internal and external stakeholders.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement, and customer focused culture.
- Engage proactively with key stakeholders to ensure that asset management service outcomes are achieved.

### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

**SERVICE**
**TEAMWORK**
**INTEGRITY**
**RESPECT**
**SUSTAINABILITY**

<b>Decision Making</b>	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

<b>Knowledge &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Sound knowledge of asset management systems, practices and processes.</li> <li>• Demonstrated experience in undertaking field inspections using GNSS receiver and smart device to review, collect and update strategic asset management data.</li> <li>• Proficiency with Microsoft Office suite of programs and the ability to develop proficiency with Council's corporate systems.</li> <li>• Demonstrated time management skills and the ability to manage conflicting priorities and meeting deadlines.</li> <li>• Sound relationship management skills with the ability communicate and motivate effective at all levels.</li> <li>• Proficiency in using GIS software including skilled experience in data capture, manipulation and extraction.</li> <li>• FME and python scripting experience is desirable or demonstrated ability to learn.</li> </ul>

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Certificate IV in Surveying or equivalent or demonstrated relevant experience.</li> <li>• Current C class driver's licence.</li> </ul>

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*