

Coordinator – Asset Management

Infrastructure Services Directorate

Position No. MR-2013-025

Total Package - \$69 to \$73K

Maranoa Regional Council is seeking a qualified and experienced professional for the position of Coordinator – Asset Management.

Reporting to the Manager Infrastructure Planning & Design, this position will assist in the delivery of Asset Management and GIS services to all clients of the Infrastructure Planning & Design section.

The ideal applicant will possess:

- Bachelor of Engineering or proven experience in Asset Management field ideally within Local Government
- Proficient with use of Asset Management Systems together with a solid understanding of Asset Management principles and best practice
- Working knowledge of Australian Standards
- Sound knowledge of the Microsoft suite
- Excellent written and verbal communication skills
- Experience in utilising Geographic Information systems such as MapInfo;
- An understanding of job costing, budgetary controls and processes, sufficient to converse with specialist staff
- A current class C drivers licence

Benefits:

- Relocation assistance available
- Monthly RDO
- 5 weeks annual leave, 15 days sick leave.
- 13 weeks Long Service Leave after 10 years.
- 12% Superannuation.

Candidate must provide:

- **Current resume**
- **Cover letter**
- **Addressed key selection criteria and**
- **Include copies of qualifications / tickets / licences relevant to this position.**

Applications should be submitted via:

Email: jobs@maranoa.qld.gov.au

Fax: (07) 4624 6990

Post: Ms Julie Reitano
Chief Executive Officer
PO Box 42
MITCHELL QLD 4465

In person: At a Council Administration Centre

Closing date: 4.00pm Monday, 8 April 2013

Conditions of Employment

Position:	Coordinator – Asset Management										
Classification:	Level 6 to 7 Queensland Local Government Officer Award										
Award:	Queensland Local Government Officer Award <i>plus</i> Maranoa Regional Council Officers Agreement 2009										
Annual Remuneration Package:	<table> <tr> <td>Cash component</td> <td>\$59,563 - \$62,777</td> </tr> <tr> <td>Superannuation*</td> <td>\$ 7,147 - \$ 7,533</td> </tr> <tr> <td>Leave Loading</td> <td>\$ 1,002 - \$ 1,137</td> </tr> <tr> <td>Locality Allowance**</td> <td><u>\$ 1,872 - \$ 1,872</u></td> </tr> <tr> <td>Total Package</td> <td>\$69,584 - \$73,319</td> </tr> </table>	Cash component	\$59,563 - \$62,777	Superannuation*	\$ 7,147 - \$ 7,533	Leave Loading	\$ 1,002 - \$ 1,137	Locality Allowance**	<u>\$ 1,872 - \$ 1,872</u>	Total Package	\$69,584 - \$73,319
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Locality Allowance**	<u>\$ 1,872 - \$ 1,872</u>										
Total Package	\$69,584 - \$73,319										
Location:	Roma										
Normal Hours of Work:	36.25 hours/week										
Rostered Day Off:	19 day month										
Leave:	5 weeks annual leave, 15 days sick leave, 13 weeks Long Service Leave after 10 years of service										
Superannuation:	Employee contribution – 6% of salary, Council contribution – 12% of salary. If employee chooses not to contribute in the first 12 months, Council contribution of 9% applies. After 12 months employee must contribute 6% of salary										
Other employee benefits:	Salary sacrifice options Relocation Assistance up to \$2,500 (see Council policy) Employees Assistance Program										

*12% Superannuation

**Dependant Rate

POSITION DESCRIPTION

Title:	Coordinator – Asset Management
Location:	Infrastructure Office - Roma
Incumbent:	Vacant
Reports to:	Manager – Infrastructure Planning & Design
Accountable to:	Director – Infrastructure Services
Classification:	Level 6- 7 Queensland Local Government Officers / Employees Award plus Maranoa Regional Council Officers Agreement 2009
Reviewed by:	Human Resources & Director – Infrastructure Services
Review date:	March 2013
Approved by:	Chief Executive Officer
Next review:	In line with Performance Appraisal or when position becomes vacant

Position Objective

(a) To assist in ensuring the provision of quality services to all clients of the Infrastructure Planning & Design section.

(b) To assist in the delivery of asset management and GIS services to all clients of the Infrastructure Planning & Design section.

Requirements of Job

(a) Skills

- Highly developed interpersonal skills;
- Highly developed numeracy, written and oral communication skills;
- Highly developed written and verbal communication skills along with demonstrated report writing skills;
- Highly developed analytical and problem solving skills;
- Proven ability in condition assessment and whole of life management of local government infrastructure
- Ability to plan work and ensure it is completed within defined time frames;
- Ability to work as a team member with the other Council staff and contribute to team outcomes.

(b) Knowledge and Experience

- Sound understanding and knowledge of asset management practices within a local government environment;
- Experience in implementation and/or management of an integrated asset management system

- Working knowledge of Australian Standards
- Sound knowledge of computer functions including Internet use, Microsoft programs etc;
- Experience in utilising Geographic Information Systems such as MAPINFO;
- An understanding of job costing, budgetary controls and processes, sufficient to converse with specialist staff.

(c) Qualifications

- Bachelor of Engineering or proven experience in asset management field
- Queensland Class 'C' Drivers License

Desirable

- Completion or significant progress towards a related university degree, or extensive industry experience.

(d) Training

- Ongoing training will be provided to ensure the position holder maintains a satisfactory knowledge and skill base.

Key Responsibilities

The key responsibilities may be modified from time to time to ensure outcomes are consistent with Council's Corporate and Operational Plans.

(a) Relationship with Manager – Infrastructure Planning & Design

- Maintain a focus, establishing and maintaining relationships based on honesty, trust and integrity; and
- Liaise regarding opportunities to improve asset management and GIS programs within Council.
- Provide technical advice as required.

(b) Functional Responsibilities

- Monitor, recommend and implement asset management strategies for all key infrastructure and asset classes;
- Administer asset management process and procedures;
- Liaise with administration and operational staff regarding asset management and GIS activities;
- Participate in forward planning, budgeting and scheduling of works as required;
- Prepare reports and correspondence as required and provide other information where necessary;
- Prepares estimates for Council's budget;
- At all times maintain a courteous manner when dealing with customers; and

- Undertake projects and tasks within scope of knowledge, skills and abilities as directed by relevant supervisor.
- (c) Financial Management**
 - Exercise sound financial management of Council resources
- (d) Customer Service**
 - Foster and maintain quality customer service and public relations to both internal and external customers.
- (e) Continuous Improvement**
 - Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities.
- (f) Equal Employment Opportunities**
 - Treat all work colleagues equally and in a non-discriminatory manner, and with consideration and respect at all times; and
 - Be aware of Council's policies and plans in respect of EEO.
- (g) Human Resources**
 - Promote teamwork and develop and maintain positive work relations and appropriate organisation culture.
- (h) Record Keeping**
 - Support Council's policies and procedures relating to records management and ensure all corporate information is captured in line with legislative requirements; and
 - Ensure own timesheet is accurate, completed and submitted on time.
- (i) Teamwork and Participation**
 - Perform duties in a professional and ethical manner actively participating in teamwork whilst maintaining and developing personal performance standards.
- (j) Workplace Health and Safety**
 - As agreed in the Obligations Statement follow defined workplace health and safety policies and procedures (SafePlan 2) relating to the work being undertaken in order to ensure own safety and that of others in the workplace.

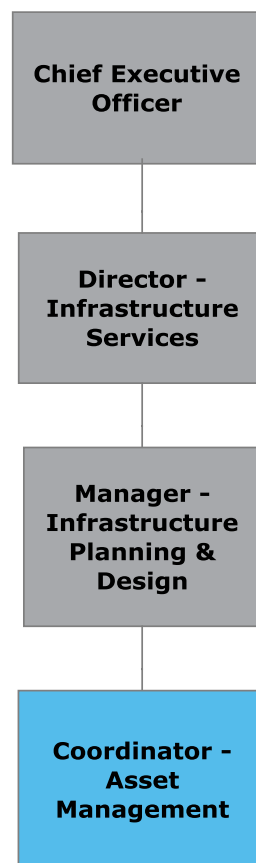
Performance/Skill Standards

The incumbent in this position is responsible and accountable for meeting the performance indicator objectives:

- Tasks allocated are to be performed to agreed standards and/or as per established procedures or guidelines.
- Work goals shall be those as set by the Supervisor, and will be drawn from Council's Operational Plan and Corporate Plan.

- Work is to be carried out in accordance with accepted Industry Standards, Quality Assurance Standards, Workplace Health and Safety Act, legislative requirements and Council policies, procedures and Local Laws.
- Tasks are to be completed within the time frame set by the Supervisor.
- Actively participate in planning and recommending improvements for effectiveness and efficiency of work tasks.
- Demonstrate a spirit of cooperation toward other employees and the achievement of Council's aims and objectives.
- Provides an integrated support and management style to streamline operational activities.

Reporting Structure



Organisational Relationships

- Reports to: Manager – Infrastructure Planning & Design.
- Supervises: Nil
- Internal Liaisons: Director – Infrastructure Services, Manager – Infrastructure Planning & Design, other Council officers as required.
- External Liaisons: State Government, Federal Government, Council Rate Payers, General Public, and other customers of Council.



Extent of Authority

- Purchasing Authority Delegation for this position is \$5000.
- Instrument of Sub-Delegation as per Section 259 of the Local Government Act 2009.
- Computer Access: TRIM, Authority, Business Intelligence System (BIS), Microsoft Project, AutoCAD, MapInfo.
- Discipline authority: Nil.
- Issues and problems that are not easily solved need to be referred up to immediate supervisor.

Arrangements

The details contained in this Position Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the position may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the position or the level of responsibility entailed. Consequently, the Council will expect to revise this Position Description from time to time and will consult with the Position Holder at the appropriate time.

Signed by Position Holder

(To be signed only following appointment)

I have read this Position Description and I agree to undertake the all the duties to the best of my ability.

Signed: _____

Date: _____



KEY SELECTION CRITERIA

- KSC 1** **Sound understanding and knowledge of asset management practices within a local government environment.**
 - KSC 2** **Highly developed analytical and problem solving skills.**
 - KSC 3** **Proven ability in condition assessment and whole of life management of local government infrastructure.**
 - KSC 4** **Highly developed interpersonal skills.**
 - KSC 5** **Current C Class Drivers licence.**
- Desirable**
- KSC 1** **Experience in implementation and/or management of an integrated asset management system.**
 - KSC 2** **Experience in utilising Geographic Information Systems such as MapInfo.**

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