



Position Description

Job Title	Asset Manager
Division	Engineering Services
Position Number	ES07
Status	Permanent Full time
Reports To	Director of Engineering Services
Grade	Grade 11
Date revised	09/05/2018

Position Summary

Coonamble Shire Council's goal is to maintain and improve the services it provides to ratepayers through the effective and efficient management of assets, resources and the environment in response to Community needs. The Council is focused on the provision of customer service and professional excellence.

This position exists to provide a provide strategic advice and analysis in the determination of future utilisation, preservation, upgrade and creation of assets and infrastructure including monitor asset management plans for each of Council's major asset categories and oversee the development and management of Council's asset management systems.

This position also manages Council's works depot, stores, workshop, plant and fleet acquisition and maintenance, aerodrome to ensure service availability, internal and external customer service and productivity.

Objective

Provide effective and efficient technical advice and administrative support in infrastructure planning and asset management to achieve effective monitoring and control of Council's infrastructure assets.

Develop and maintain Council's infrastructure asset management system and implement the Asset Management Strategy for the Shire.

Key Responsibilities	Performance Indicators
<p>Asset Management Develop, implement and review Asset Management Plans for all infrastructure asset groups within the shire, including roads, parks, drainage, buildings and plant and equipment etc</p>	<p>Review and update Asset Management Plans for all asset classes annually, considering service levels, financial forecasts and continuous improvement plans</p>
<p>Coordinate the maintenance of Council's Asset Register in liaison with the GIS and Finance sections</p>	<p>Ensure Councils Asset Management System and data base is maintained, auditable and current.</p>
<p>Provide technical advice and reporting relating to the condition and/or performance of Council assets, including investigation of issues and the development of capital improvement / replacement proposals</p>	<p>Analysis and recommendations made are sound and are included in annual asset plans, including advice on preventive maintenance and/or replacement required for larger structural assets.</p>
<p>Liaise with Government Authorities, public utilities consultants, and other external bodies when required relating to specific projects and issues pertaining to the asset management system</p>	<p>Suitable advice sourced and third party requirements met within scope of works completed</p>
<p>Participate in the coordination and preparation of the annual Capital Works Program.</p>	<p>Sound planning and project management of works. Works are completed with a low margin of financial variation.</p>
<p>Undertake development of project scoping documents for approved capital improvements and works</p>	<p>Analysis is completed with a high degree of skill and conclusions / recommendations can be substantiated. Request for Proposals (RFP) and Requests for Tender (RFT) documentation developed and evaluated with probity.</p>
<p>Coordinate asset condition inspections for relevant infrastructure and revaluation of assets to meet the requirements of the Asset Valuation cycle and assist the Finance Department to determine valuations to appropriate asset financial reporting requirements</p>	<p>Asset valuation and forecasting is accurate and responsive to organisational requirements, and maintenance of assets is financially accounted for.</p>
<p>Plant and Fleet Procure, principally engineering, assets, plant, fleet, and equipment as approved.</p> <p>Liaise with other staff to manage the use of Council's fleet, including hire arrangements.</p> <p>Oversee development of annual plant and equipment acquisition, maintenance and replacement program.</p> <p>Monitor and report on plant performance.</p>	<p>Quotes and estimates are of a high standard and within Council's policies and procedures especially in regards to procurement and legislative requirements.</p> <p>Work demands are met and usage of plant is maximised.</p> <p>Plant replacement program developed and implemented with a high level of consultation across all Council's departments to ensure operational needs are met.</p> <p>Under performance / utilisation of plant and equipment reported to relevant Director.</p>
<p>Workshop Oversight of workshop activities including repairs, service and maintenance of plant, machinery and equipment for a variety of work situations.</p>	<p>Effective and efficient operation of the workshops overall functions and processes including staff supervision.</p>

Key Responsibilities	Performance Indicators
Development of repair and maintenance schedules, quotations and expenditure reports in conjunction with leading Hand Mechanic.	Repair and maintenance schedules are developed in consultation with the Leading Hand Mechanic and operations are within financial constraints while maintaining adequate operating service levels
<p>Depot and Stores</p> <p>Oversight of the Coonamble, Gulargambone and Quambone depots to ensure the availability of stores, plant and materials for the completion of scheduled works and compliance requirements are met.</p> <p>Liaise with other departments and staff to ensure depot resourcing is adequate.</p>	<p>Effective and efficient operation of the depot and stores functions and processes, including staff supervision and inventory management.</p> <p>Consultation is undertaken other senior management across all Council departments to ensure that operational needs are met.</p>
Management and effective supervision of staff, including monitoring performance, encouraging development and continuous improvement and development of suitable work plans.	<p>Staff complies with all Council policies and procedures.</p> <p>Annual staff appraisal conducted and poor staff performance is managed with direction from Director / General Manager.</p> <p>Set departmental goals, developing work plans and equitable distribution and delegation of workload.</p>
Ability to lead and positively influence work groups and individuals.	Display leadership qualities through personal integrity and ability to develop others.
Ensure maintenance and compliance of Aerodrome's CASA licensing, legislation and inspection requirements.	Council's aerodrome accreditation is maintained and all regulatory requirements are met and facility is complaint.
Completion of annual audits, reporting and accreditation requirements for Council's Saleyards in line with legislation, regulation and Council's policies.	Saleyard's accreditation maintained and annual reporting completed.
Annual budget estimates and costs are developed for projects and facilities (Depot and Aerodrome). Facilities are operated within budget constraints.	<p>Budget estimates and forecasting are accurate and responsive to organisational requirements.</p> <p>All operational activities are maintained with the annual budget.</p>
Provide development opportunities for Council's Saleyards through development plans, grant applications and the implementation of management plans.	Development opportunities identified. Grant and funding applications submitted when required. Management plans are developed and reviewed annually.
Oversight of compliance with all regulatory and legislative requirements and provision of relevant advice and guidance to ensure compliance in relevant areas of responsibility.	Oversee the compliance of Council with legislation, regulations and codes of practice.
Ensure that all critical processes and procedures are documented	Standard operating manuals are developed and maintained if appropriate.
Provide excellent customer service to both internal and external customers	Communication and service delivery to internal and external customers is of the highest standard

Key Responsibilities	Performance Indicators
Identification of actions to implement the goals outlined in Council's Delivery Plan and Integrated Planning Process.	Actions and reporting on goals in Council's Delivery plan and IP&R process are met within position scope and oversee those delegated to other staff within the department.
Annual budget estimates and costs are developed for own department.	Budget estimates and forecasting are accurate and responsive to organisational requirements. All operational activities are maintained within the annual budget.
Assistance with preparation of quarterly and annual reviews of performance against budget and financial performance reporting to relevant staff.	All financial transactions are reviewed, compared with budgetary requirements and reported to relevant staff as required.
Ensuring that accounting transactions and records are in accordance with the Local Government Act and Financial Regulations.	Records and data entry is correct, accurate and current at all times and adheres to Local Government Act and financial regulations.
Development and implementation of Council's policies and procedures in conjunction with other departments.	Development and implementation of Council's policies, programs and procedures in consultation with other Council departments. Ensure compliance with Council's policies and procedures.
Ensure compliance with Council's record management systems	Records are kept to the standards required in Council's Records Management Plan and other appropriate policies and procedures.
Prepare information and compile reports as requested.	Reports and information provided is accurate, discrepancies documented and are of a high standard.
Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.	Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
Oversee contractor compliance with all WH&S and environmental programs and procedures on projects and maintenance within position scope	Contractors and external services comply with all Council policies and procedures within position scope.
All procedures, process and behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles	Conduct yourself in a professional manner with both internal and external customers that also adheres to Council's Code of Conduct.
Any other duties as directed by Director of Engineering Services.	Duties completed as instructed

Core Capabilities & Selection Criteria

Ability to manage the key responsibilities for this position and obtained the essential technical requirements as outlined in this position description

Ability to think strategically and with common sense

Ability to achieve results with a businesslike approach

Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills

Demonstrated drive and integrity

Ability to communicate effectively (Oral and written skill)

A sound knowledge of the need to work safely, including WH&S and good environmental awareness

Cultural awareness and sensitivity towards equity and diversity

Technical Requirements	Personal Attributes
<p>Essential Requirements</p> <p>Degree in Civil Engineering from an Australian University, or a recognised overseas equivalent</p> <p>Professional Membership of the Institute of Engineers of Australia and the IPWEA</p> <p>Demonstrated experience in a similar role, (5-10 years), especially in asset management, civil engineering or project management.</p> <p>Demonstrated ability to use MS Word, Excel Outlook and Access and to operate design related software e.g. Civilcad, Autocad, Mapinfo etc</p> <p>Class C Drivers Licence</p> <p>Demonstrated effective staff and contractor management</p> <p>Sound communication, negotiation and analytical skills.</p> <p>Sound numeracy, literacy and computer skills</p>	<p>Essential Requirements</p> <p>Australian resident or equivalent or holding a visa allowing employment in Australia</p> <p>Ability to pass security and background checks associated with CASA requirements</p> <p>Sufficiently fit to carry out any safety drill or rescue duty that may arise</p> <p>Ability to adapt to change</p> <p>Excellent interpersonal and team/ leadership and instructional skills</p> <p>Willingness to be accountable and operate in a transparent fashion.</p> <p>Desirable Requirements</p> <p>Ability to be flexible and display tolerance.</p> <p>Effective public relations skills.</p> <p>Good judgment and problem solving capabilities</p>

Technical Requirements	Personal Attributes
<p>WH&S Construction Induction (White) Card</p> <p>Prepare a Work Zone Traffic Management Plan</p> <p>Desirable Requirements</p> <p>Knowledge/experience of Local Government</p> <p>Experience with the development and/or interpretation of asset network models</p> <p>Awareness of the Council area and decision making environment.</p> <p>Sound knowledge of quality assurance and legislative requirements</p> <p>Completion of relevant training courses and Certificates.</p>	

Organisational Relationships and Delegations
<p>Engineering Services Department</p> <p>Civil and Local Government Engineering Networks</p> <p>Funding and other external organisations, Councils, State and Federal Departments and Agencies</p> <p>Contractors and consultants providing relevant services.</p> <p>General Public/Facility Users</p> <p>Delegations: Nil</p>

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:

Name:

Date: