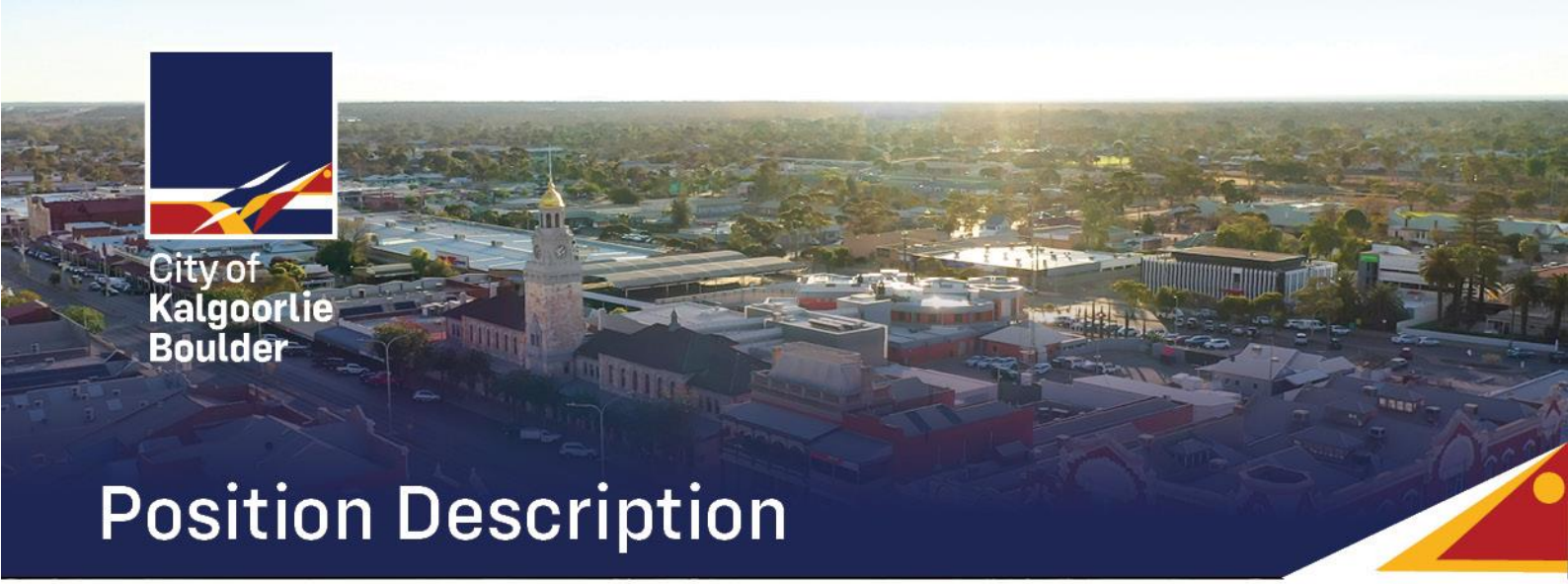


Position Title: Asset Officer

Position Details

Position Number	4321
Position Classification	Level 7/1 – 7/7
Status	Permanent – Full Time
Directorate	Engineering Services
Work Location	Administration Building
Reports To	Coordinator Asset Management
Supervisory Responsibility	No direct/indirect supervisory responsibilities

Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- **A** **Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- **C** **Collaboration** We work together with shared purpose to achieve common goals.
- **T** **Teamwork** We support one another, celebrate success and grow stronger together.
- **R** **Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **I** **Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- **T** **Transparency** We communicate openly, share information freely and foster trust.
- **E** **Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we *ACTRITE.*

Position Overview and Purpose

This position is for the provision of a comprehensive professional asset data collection and digital / spatial asset data entry service to satisfy the corporate requirements of Council.

Position Accountabilities

Key accountabilities

- Implementation of the A-Spec standards in conjunction with the Senior Asset Officer.
- Maintain the currency and integrity of digital / spatial data for all assets for updating the Corporate Asset Management Software System.
- Develop and maintain a process to collect and capture asset data for assets and upgrades with the assistance and guidance of the Coordinator Asset Management, Manager Engineering or the Senior Asset Officer.
- Develop and implement processes for increased productivity with the onsite and desktop capture of assets and entry of asset spatial data.
- Prepare spatial data for Intramaps modules.
- Coordinate a field capturing program for asset data using the standards.
- Reconciliation of assets with inventories in the corporate asset management software system.
- Produce and maintain building floor plans from site inspections and onsite measurements.
- Provide onsite survey and set out assistance for operational requirements.
- Liaise and correspond with Other Directorates/Government Departments/Consultants for the purpose of data collection and/or exchange of information.
- Undertake 'as required' tasks and projects as directed by Coordinator Asset Management, Senior Asset Officer / Manager Engineering / Director Engineering when appropriate to the scope and level of this position.
- Responsible for daily operation, maintenance and security of Computer systems / software, in accordance with Council's Computer Information Systems Policy.
- On-site condition assessment of selected park assets.

Key Performance Indicators

- Update and maintain Council's RAMM database and asset data for infrastructure to the agreed timeframes.
- Develop service levels and risk management profiles for Civil Infrastructure Assets within agreed timeframes.
- Complete the assessment of the condition of infrastructure within agreed time frames.
- Prepare and update the City's renewal programmes for Infrastructure within agreed time frames.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the Manager.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Possession of tertiary qualifications in a discipline relevant to the position or progression toward completion of a qualification or Possession of a less formal qualification with the acquisition of considerable skills and extensive relevant experience in Asset Management.
- Extensive relevant experience with asset management software programs, Geographical Information Systems.
- Extensive relevant experience with mobile computing and GPS instruments such as Toughbook, Trimble and Leica devices.
- Extensive relevant onsite experience in asset data capture analysis.
- Capacity to interpret and apply Asset Management processes and practices.
- Strong administrative, time management and organisational skills with the ability to work to deadlines, with excellent attention to detail.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.