Blacktown City. *Made Together*

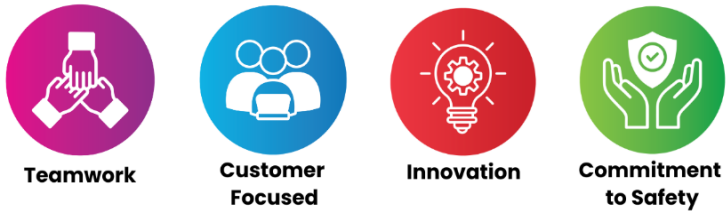
# Position description

## Asset Engineer

### Summary information

| | | | |
|---|---|---|---|
| **Section** | Asset Planning and Support | **Directorate** | City Assets |
| **BCC number(s)** | BCC99, BCC103 and BCC230 | **Position type** | Permanent, full-time |
| **Grade** | Grade 16 | **Skill descriptor** | Band 3 Level 3 |
| **Reports to** | Coordinator Asset Management Strategy | **Direct reports** | Yes |
| **Approval limit** | $25,000 | **Release limit** | $0 |
| **Created/reviewed** | September 2019 | | |

### Our values




Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

**Leadership is critical to all positions at Council**.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.



Blacktown City Council

## 1. Position purpose

This role is primarily responsible to assist the Manager to carry out various functions of the Asset Planning and Support section that are outlined in “Key Accountabilities” below as determined by the Manager.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council’s Safety system.

## 2. Qualifications and experience

**Essential:**

- Degree qualification in Civil Engineering or a related field
- Solid experience in various functional areas outlined in Key Accountabilities
- Current class C driver’s licence.

## 3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent’s authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

## 4. Key accountabilities

**Position specific**

- The position holder will assist the Manager of Asset Planning and Support in as many of the key accountabilities listed below as determined by the Manager, depending on the needs of the section at any given time.
- Through direct consultation with other Council Directorates prepare Council’s Annual Works Improvement Program and co-ordinate and monitor its implementation.
- The assessment of tenders for works carried out by contract.
- The administration of State and Federal Grants for City Assets.
- Assist with implementation of Council’s Asset Management Policy and Strategy throughout Council.
- The production and review of Section 7.11 Development Contributions Plans.
- The preparation of works-in-kind agreements and developer agreements.
- The preparation of Statutory Reports for various government authorities.
- Through consultation with key strategic and operational areas prepare and review Asset Management Plans and Risk Management Plan for nominated asset category.

- Undertake capital renewal and maintenance modelling of nominated asset category.
- Development and documentation of service levels and preparation of capital upgrade programs.
- Supervision of inspectors undertaking condition assessment for nominated asset category.
- Through consultation with other sections of Council coordinate the development, documentation and implementation of asset management procedures required to implement Council's Asset Management Policy and Strategy.
- Assist in community consultation initiatives.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
    - familiarise yourself with our volunteers policy and standards
    - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
    - undertake training needed to effectively coordinate volunteers
    - allocate sufficient time to volunteer coordination.

**Work health and safety (WHS)**

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the Child Protection (Working with Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

**Corporate**

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

**Equal employment opportunity (EEO)**

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

**Environmental sustainability**

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

## 5. Duties

- The position holder will carry out as many of the duties listed below in the various functional areas as directed by the manager depending on the needs of the section at any given time:

**Works improvement program**

- Engage with various sections of Council to ensure accurate and timely delivery of Council's Annual Works Improvement Program.
- Provide specialist monthly and quarterly reports to director of City Assets regarding the status and the implementation of the Annual Works Program.
- Ensure that the implementation and monitoring of the related provisions of Works Service Level Agreement are carried out in accordance with the agreed performance targets.
- Contribute to the development of policy and procedural matters associated with the preparation and implementation of Council's Works Improvement Program.

**Tender documentation and administration**

- Assessment of tenders and reporting to Council.

**Grant administration**

- Preparation of grant applications.
- Administration of grant funds and grant funded projects ensuring that all project managers are aware of the conditions of the grants and all required progress/annual reports are completed and returned on time.
- Preparation of reports to Council accepting grants.
- Preparation and maintenance of a grants monitoring system.

**Asset management**

- Assist the preparation and review of Asset Management Plans, Policy and Strategy, based on sustainable service delivery, risk management principles, legislative and Council requirements.
- Develop a whole of life approach to Asset Management taking into consideration agreed service levels and available budget.
- Review Asset Management Strategy and Policy.

- Develop and maintain Council's spatial information relating to assets ensuring consistency and avoiding duplication of other spatial information by liaising with Council's Land Information Unit.
- Ensure that Council's corporate asset register is kept up to date with the latest information including newly created assets through land development and internal projects and complies with all statutory reporting requirements.
- Oversee the inspection and recording of the condition of Council assets in a timely manner required for the preparation of long-term financial forecasting.
- Undertake gap analysis between adopted and provision of service levels and prepare upgrade programs.
- Prepare and document Maintenance and Capital Works Programs (new and asset replacement). 1, 4 and 10+ year programs for nominated asset category.

**Section 7.11 Development Contributions Plans**

- Attend Section 7.11 interdepartmental meetings.
- Review contribution plans regularly by updating estimates and reviewing work covered by each contribution plan.

**Works-in-Kind agreements**

- Liaise with developers.
- Liaise with Council's Section 7.11 Committee.
- Prepare works-in-kind agreement documents in accordance with Council's WIK Policy.
- Certify compliance of the developer with the terms of the agreement.

**Statutory reports**

- Prepare City Assets' input into Council's Annual Report to the Office of Local Government NSW (AASB 116 Report, Condition of Council's Infrastructure Report).
- Prepare Annual Transport NSW Regional Road Block Grant returns (Schedule 4A and 4B Reports etc.).
- Prepare City Assets' input into Council's Return to the Local Government Grants Commission.
- Manage the administration of the Roads to Recovery program.

**General**

- Attend meetings as required by the Manager Asset Planning and Support.
- Provide timely professional advice to the manager concerning matters affecting the directorate.
- Carry out any other duties commensurate with the position holder's ability and training as directed by the Director of City Assets, including providing assistance to other sections in the directorate.
- Provide the highest level of service to internal and external customers.

- Adhere to Council's Code of Conduct.
- Adhere to statutory and legal requirements.
- Develop and maintain a positive corporate image of the Council.
- Develop and maintain a positive contribution to the achievement of the goals of the section and the goals of the organisation.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

## 6. Performance criteria

As per Council's performance management system.

## Acknowledgement and agreement

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|---|---|---|
| **Employee** | Name: | |
| | Signature: | Date: |
| **Supervisor** | Name: | |
| | Signature: | Date: |