

ROLE DESCRIPTION

Asset Officer Water and Wastewater



Directorate	Service & Project Delivery	Position Number	300436, 300437
Branch	Assets	Position Status	Full - Time
Section	Water Assets	Position Grade	F
Reports to	Senior Asset Officer Water and Wastewater	Band/Level	Band 3 Level 1
Direct reports	Nil	Award	Local Government (State) Award
Indirect reports	Nil		
Date Authorised	7/06/2026		

PRIMARY PURPOSE OF THE ROLE

Provide reliable technical asset data, information, systems and operational support for the planning and development of Council's water and wastewater assets. Information and technical reports shall be provided to support the achievement of business outcomes in a timely, reliable and efficient manner.

KEY ACCOUNTABILITIES

1. Ensure accurate and timely capture, validation and updating of inventory, condition and performance data for all water and wastewater assets within Council's corporate asset management system and associated systems in accordance with approved implementation plans and procedures.
2. Maintain and update water and wastewater asset layers within the Geographic Information System (GIS) to ensure spatial data accuracy, completeness and alignment with approved implementation plans and procedures.
3. Conduct or coordinate site inspections to assess the condition and functionality of water and wastewater assets, ensuring accurate technical data is collected and documented to support asset decision making and reporting.
4. Provide timely and accurate reports on asset valuation, condition, and data collection programs for water and wastewater infrastructure, ensuring compliance with auditing and performance reporting requirements.
5. Promote a positive WHS culture by consistently applying safe work practices, promoting risk awareness and encouraging informed decision-making that balances operational needs with health and safety responsibilities.
6. Exercises judgement and initiative in resolving day-to-day issues and managing agreed projects in accordance with legislative and regulatory standards.

Note: An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

KEY CHALLENGES

1. Operation of technical mapping software and integrated asset management systems to ensure accurate data input, spatial analysis, reporting and overall lifecycle management of water and wastewater assets in accordance with Council procedures and industry standards.
2. Facilitate effective collaboration with internal teams and external stakeholders to ensure timely exchange of accurate asset data and support continuous improvement of systems and processes.
3. Independently manage and validate large datasets related to critical water and wastewater infrastructure, ensuring data integrity and reliability to support strategic decision making, compliance reporting and operational planning.

KEY RELATIONSHIPS

Internal

Who	Why
Coordinators, Manager and Assets Team.	• Consults with and supports water and wastewater asset management activities. • Collaborate with teams to ensure efficient use of resources.
Water Services Team, Project Delivery Team, Information Services Team, Development Engineering Team	• Collaboration with various teams to support application and approvals, accuracy of information and continuous improvement of corporate applications.

External

Who	Why
Condition Inspection Contractors	• Successful completion of condition inspection contracts
Developers	• Timely exchange of accurate and detailed asset data

ESSENTIAL CRITERIA

1. Diploma or Bachelor of Civil Engineering, Information Technology or relevant discipline to geographical information systems and/or asset management, with two years' experience in data capture and management, and contract management.
2. Demonstrated experience in developing and maintaining asset management systems including use of SQL, excel and access databases.
3. Demonstrated experience in maintaining geographic information systems including use of online mapping, mobile data collection tools and scripting (e.g. python).
4. Understanding of asset management principals including asset valuations.
5. Proven ability in developing asset and valuation reports, effective verbal and written communication skills and experience delivering high quality customer service.
6. Hold and maintain a C Class drivers licence.

ESSENTIAL REQUIREMENTS

- *Maintain a drivers license without restriction*
- *Health declaration form*
- *Participation in Drug & Alcohol testing*
- *Facilitate safe work practices as per WHS legislation and regulation*
- *Comply with and participate in Councils training programs and policies, including participation in compulsory and mandatory training.*

WHS RESPONSIBILITY

In this role, you are responsible for working safely and complying with Council's Work Health and Safety Management System (WHSMS), including relevant policies, procedures and safe systems of work as amended from time to time.

You are expected to:

- Take reasonable care for your own health and safety and that of others.
- Comply with reasonable safety instructions and use the controls provided.
- Identify and report hazards, incidents, injuries and near misses in a timely manner.
- Participate in required WHS training, consultation and continuous improvement activities.

PHYSICAL DEMANDS CHECKLIST

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Constant
Standing - remaining standing without moving about to perform tasks	Occasional
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Constant
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Occasional
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Occasional
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Infrequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Occasional
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Occasional
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Occasional
Driving - Operating any motor powered vehicle	Frequent
Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Occasional

Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Infrequent
Aggressive & Uncooperative People - e.g. irate customers	Occasional
Exposure to Distressing Situations - e.g. Child abuse, removing deceased animals	Infrequent

Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Occasional
Fumes - Exposure to noxious or toxic fumes	Occasional
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Infrequent
Hazardous substances - e.g. Dry chemicals, glues	Infrequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting - Risk of trips, falls or eyestrain	Infrequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Infrequent
Confined Spaces - areas where only one egress (escape route) exists	Occasional
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Occasional
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Infrequent
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Not applicable

CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Capability Group	Focus Capability	Capability	Competency Level Required					
Read the behavioural indicators for each level for the listed capabilities before selecting a level.								
 Personal Attributes	✓	Manage Self	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Display Resilience and Adaptability	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Act with Integrity	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Demonstrate Accountability	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Relationships	☐	Communicate and Engage	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Community and Customer Focus	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Work Collaboratively	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Influence and Negotiate	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Results	☒	Plan and Prioritise	☐ N/A	☒ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Think and Solve Problems	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☒	Create and Innovate	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Deliver Results	☐ N/A	☐ Foundational	☒ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Resources	☐	Finance	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Assets and Tools	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Technology and Information	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Procurement and Contracts	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Workforce Leadership	☐	Manage and Develop People	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Inspire Direction and Purpose	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Optimise Workforce Contribution	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Lead and Manage Change	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced

FOCUS CAPABILITIES

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	• Understands what needs to be done and steps up to do it • Pursues own and team goals with drive and commitment • Shows awareness of own strengths and weaknesses • Asks for feedback from colleagues and stakeholders • Makes the most of opportunities to learn and apply new skills
Results Create and Innovate	Intermediate	• Researches developments and trends in the industry • Thinks about issues and opportunities from different viewpoints • Links together unrelated ideas or events to generate insights • Identifies improvements to work systems, processes and practices
Results Deliver Results	Intermediate	• Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Technology and Information	Intermediate	• Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

Template updated by	Name	Date
	Tim Bell (Coordinator Water Assets)	21/08/2025

FORM SUBMISSION

People and Culture Office Use only

Audited, graded and approved by HRBP	Name	Date

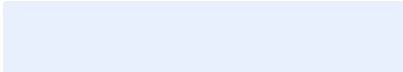
Recruitment Officer Uploaded PD into PULSE	Name	Date

ACKNOWLEDGEMENT

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

Employee enter a name Signature  Date enter a date.
