

YARRIAMBIACK SHIRE COUNCIL

POSITION DESCRIPTION

ASSETS ENGINEER

1 POSITION IDENTIFICATION

POSITION TITLE	Assets Engineer
AWARD CLASSIFICATION	Band 5/6 dependent on skills and experience
DEPARTMENT	Technical Services
DATE:	29 March 2018
APPROVED BY:	Chief Executive Officer

2 POSITION OBJECTIVE

To assist the Director of Infrastructure & Planning and Manager of Infrastructure Services in the effective planning and management of Councils infrastructure and assets.

3 KEY RESPONSIBILITIES AND DUTIES

Asset Management

- Prepare and maintain an inventory of Council's existing assets and infrastructure including buildings, roads, kerbing, drainage, footpaths, bridges, street furniture
- Prepare and maintain Asset Management Plans in accordance with the STEP Program or as otherwise nominated by the Director of Infrastructure & Planning
- Assist the Corporate Services Manager to develop and review depreciation of Council's assets
- Assist Director of Infrastructure & Planning to develop management policies on a cost/benefit and priority basis for Councils works and services
- Investigate, quantify and analyse the extent and method of Councils asset related works and services functions with a view to rationalising and specifying appropriate standards of delivery

- Ensure footpath inspections and rectification works are undertaken in accordance with Council's Road Management Plan
 - Set up and implement a continuing road traffic count program
 - Prepare long term capital works programs and update annually
 - Prepare annual Roads to Recovery Program and update annually
 - Road programs – compile annual reseal and resheet lists
 - Assist with the preparation of Grants Commission returns
 - Prepare VicRoads applications and familiarise Director of Infrastructure & Planning with the requirements of the program
 - Prepare accurate estimates
- Coordinate the Road Openings Permit system
- Assist the Technical Services department coordinator and help the Technical Officer's monitor and maintain National Heavy Vehicle Regulator (NHVR) applications and notifications

Design

Assist the design Engineer when required with;

- Carrying out surveys and formulate engineering investigations and design of various projects
- Implement best practice design principals and standards and implement innovative design solutions

GIS Mapping

- Assist the Technical Services department coordinator with maintaining & developing GIS mapping and GIS systems for the Technical Service department
- Attend the GIS Shared Services group meetings as directed by the Technical Services department coordinator

Buildings

- Develop and implement the cyclical condition and maintenance inspections of Council's buildings
- Compile maintenance listings for the Mangers to organise subsequent works for each particular building

Aerodromes

- Under direction from the Technical Services coordinator undertake the role of Aerodrome Manager for Council's aerodromes at Hopetoun and Warracknabeal as well as the landing strip at Patchewollock.

Technical Services Department

- Develop asset inspection regimes and maintenance programs for the Inspector Maintenance Person
- Develop asset inspections regime for the Road Inspector including the Road Management Plan safety inspections

Deputy Municipal Emergency Resource Officer (DMERO)

- Carry out the duties of the Deputy Municipal Emergency Resource Officer for Yarriambiack Shire as prescribed by the Yarriambiack Shire Emergency Management Plan.

4 RISK & OHS MANAGEMENT / STAFF AUTHORITY AND RESPONSIBILITIES

The following authorities and responsibilities are assigned to the levels of management and staff as shown and are based on those in the Occupational Health & Safety Act 2004.

4.1. Supervisors and Deputy Supervisors (Depot/Works Sites, Home Care/Community Services, Administration)

- Foster a top down risk and safety cultural approach from Supervisors and Deputy Supervisors whereby this culture becomes a core value of Council
- Ensure all appropriate actions are taken to implement Risk / OHS Management policies and procedures and that the organisation complies with OHS Legislation
- Visually monitor and report risk and safety management issues to the relevant employees, contractor and volunteers to address. Rectify risk and safety issues to make the worksite safe. Notify the Safety Officer of the issue for any follow up and recording on the Councils Risk Register
- Monitor risk management performance within your area of responsibility.
- Attend Risk and OHS compliance training as directed

- Visibly show a pro active commitment to Risk and OHS Management through participation in formal and informal discussions, workplace visits and hazard inspections, etc
- Ensure asset related damage, hazard or potential hazards are immediately reported to your manager,
- Be an active member if requested of the Risk and OHS Committee
- In conjunction with OH&S Officer, investigate and review all incidents / hazards and near miss reports from council employees, contractors, volunteers and the general public. Constructively action and implement control measures. Sign of on the appropriate Incident Notification Report Form and Hazard Identification and / Property Damage Report Forms
- Ensure liaison with employee health and safety representatives, particularly on any workplace changes which have an OHS component
- Initiate actions to improve Risk and OHS Management within your area of responsibility
- Visually and actively monitor the workplace/Worksite or Contractor to determine presence of hazards and take appropriate action to rectify any hazards found. Notify Management or the Safety Officer if the need arises
- Ensure all employees are inducted prior to commencing employment and that they receive regular training as required
- Facilitate the rehabilitation of any injured employee

4.2 Council Assets Responsibilities

Take reasonable care of any council property or assets that you may use, have access to, or have overall management and responsibility for. This is inclusive of items documented in Council's Assets Building Listing but also relates to other Council owned assets. Record and report any damage or potential for damage, to property or assets that you may use, have access to, or overall responsibility for. This may include risks such as accidental fire, arson, storm, flood or security.

5 GENERAL

- Complete investigations and engineering reports including delivery of presentations to Council
- Liaise with and assist other staff, contractors and employees
- When required represent Director of Infrastructure & Planning at various committee meetings including community organisations and government departments
- Undertake any other duties as directed that are within the limits of the employees skills, knowledge and experience

- Adopt a positive, proactive and flexible approach to any changes in duties that may arise as a result of necessary adjustments to the municipal staff structure
- Assist with Council's strategic planning process when requested

6 ORGANISATIONAL RELATIONSHIP

REPORTS TO: Director of Infrastructure & Planning, Infrastructure Services Manager and Technical Services Department Coordinator

SUPERVISES: Contractors or construction crews on specific tasks

INTERNAL LIAISONS: Chief Executive Officer, Director Infrastructure & Planning, Technical Services Department Coordinator, Works Coordinator, Design Engineer, Infrastructure Services Manager and all other Council staff

EXTERNAL LIAISONS: Government Agencies, Consultants, Contractors, other Municipalities, Community Groups and members of the general public

7 ACCOUNTABILITY

- Accountable to the Infrastructure Services Manager for the efficient and effective performance of duties
- Accountable for the accuracy of the assets data base
- Accountable for ensuring tasks are completed within prescribed time constraints.

8 EXTENT OF AUTHORITY

- Make independent decisions on method of work within budgetary and time constraints
- Authorised to prepare reports for Council under the general supervision of the Director Infrastructure & Planning, Infrastructure Manager and the Technical Services Coordinator

9 JUDGEMENT AND DECISION MAKING

- Make decisions and solve technical problems using procedures and knowledge gained using theory or through experience.
- Guidance and advice is usually available, however occupant is expected to use discretion and make decisions of an operational nature.

10 SPECIALIST SKILLS AND KNOWLEDGE

- Sound knowledge of municipal infrastructure requirements and procedures.
- Knowledge of Local Government policy with respect to infrastructure and assets
- Competency and knowledge of using computer based software for technical, asset management and spreadsheet type applications
- Good knowledge of Engineering Standards and procedures

11 MANAGEMENT SKILLS

- Ability to organise work and manage time effectively; setting priorities and meeting deadlines with minimum supervision
- Sound judgement and ability to solve problems
- Ability to observe Occupational Health and Safety/Risk Management procedures at all times

12 INTERPERSONAL SKILLS

- Excellent oral and written communication with ability to prepare clear, concise and accurate reports, memoranda and general correspondence
- Ability to gain co-operation with both internal and external clients
- Ability to discuss and resolve problems
- Ability to manage and supervise staff when required

13 QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma in Engineering *or* Satisfactory completion of secondary education to VCE standard together with at least five (5) years experience in municipal engineering
- Current Victorian Drivers Licence

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described and outlined in this document. All staff are expected to demonstrate behaviours' that align with Yarriambiack Shire Council core values and Employee Code of Conduct.

Employee Declaration

I AGREE THIS POSITION DESCRIPTION REFLECTS MY CURRENT DUTIES AND RESPONSIBILITIES.

Signed

Date :