POSITION DETAILS

Position Title
Technical Officer - Asset Planning

Position Number
10556

Department
Planning and Infrastructure

Branch
Infrastructure Planning and Design

Position Classification
Award Based – QLD LG Officers’ Award – Level 5

Date Reviewed
12 October 2016

POSITION PURPOSE AND OBJECTIVES

- To facilitate the collection of asset condition assessments and prioritise the assets that require maintenance and renewal in accordance with Council’s Strategic Asset Management Plan.

- To provide expert advice, analysis and reporting surrounding Council’s asset condition assessments within the Technology One (T1) works management system and its subsidiary modules including Council’s road pavement management system.

- To contribute to the delivery and support of asset management processes and practices across the organisation to ensure the overall improvement of asset data and enhance knowledge building across the organisation.

KEY RESPONSIBILITIES

- Partner with stakeholders to implement asset management condition inspections for all of Council’s infrastructure.

- Coordinate asset data collection activities with internal and external stakeholders to ensure alignment with Council’s Strategic asset management plan and asset management information strategy.

- Analyse asset performance within various Council activities to develop renewal programs and confirm planned maintenance requirements for assets.

- Coordinate the as constructed data process and procedures across all functions of Council to ensure accurate data is collected and loaded into the asset management system and supporting software to contribute to effective asset management. This will include participating in “On and Off Maintenance” inspections for contributed assets.

- Manage the collection of stormwater asset condition and co—ordinate the loading of reconciled data into the T1 asset management system.

- Continually develop and enhance mechanisms to ensure data integrity via regular data validation activities and the use of resolution strategies.

- Supervise the operational and maintenance activities of Council’s traffic data collection and the flood and weather warning systems.

- Reconcile and update the road pavement management system utilising information acquired from road condition surveys and capital renewal and new works on Council’s sealed road network.

- Take a lead role in the reconciliation of asset information between the T1 asset management system and Council's GIS application and provide validation reports to ensure that the consistency and accuracy of data is maintained.

- Such other relevant duties as required from time to time which would generally fall within the scope of this position.
WORKPLACE HEALTH AND SAFETY

- Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.

- In accordance with the Council’s SafePlan, an Employee must ensure that they do not place themselves or others at risk of injury or illness. These obligations will be met by:
  - Adhering to WH&S obligations and adopt sound work practices;
  - Following all safe working procedures and practices designed for the work;
  - Eliminating, reporting or advising their supervisor to avoid, eliminate or minimise potential hazards when they become aware of a potential hazardous work related condition or practice;
  - Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained; and
  - When requested assist the supervisor and other workers in the risk assessment of workplace hazards.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Experience in the development of asset inspections within an asset system specifically configuration, upgrade and support of information communication technology (ICT) systems that are specific to asset management.

- High skill level with pavement management systems. Council currently operates the SMEC Pavement Management System.

- Demonstrated knowledge of civil infrastructure including construction and maintenance practices.

- Demonstrated ability to read engineering drawings and knowledge of the ADAC data format.

- Thorough knowledge of asset management methodology, ISO 55000 and the IPWEA NAMS programme.

- High standard of computer literacy (i.e. Microsoft Office suite).

- Proven good written and verbal communication skills and demonstrated ability to provide ICT administrative support to a variety of specialist disciplines.

- Previous experience with and the ability to provide end user support for mobile computing applications and hardware that is specific to asset data collection and work order management, including T1 asset management systems, cloud computing and GIS.

- Effective time management skills, including but not limited to, working independently, setting priorities, setting and meeting realistic deadlines and organising own workloads.

- Local government and asset management systems experience would be highly desirable.

Note: Appointment to this position is subject to successful completion of a pre-employment medical assessment.

Qualifications, Training and Licences

Essential:

- Tertiary qualification or undertaking formal qualifications in engineering, asset management, information technology or a related field.

- Driver’s Licence – “C” class.

Note: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

ADDITIONAL INFORMATION

Additional information can be found at: http://www.noosa.qld.gov.au/positions-vacant
Submit your application to: employment@noosa.qld.gov.au
Application closing date: 5:00pm Monday 31 October 2016

Contact Person
Name: Bryan O’Connor, Asset Planning Coordinator
Phone: (07) 5329 6118 or 0402 895 933

What to include in your application
Your written application should include:

- A cover letter;
- Your current resume;
- Your written application of no more than 3 pages in total addressing the position requirements.