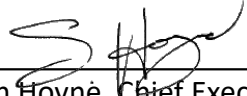


**LITCHFIELD COUNCIL
JOB DESCRIPTION****TITLE: ASSET MANAGEMENT ENGINEER****LEVEL: BAND LEVEL 7****RESPONSIBLE TO: MANAGER INFRASTRUCTURE AND ASSET**

Position Status:	Permanent – Full Time
Position Approved by:  Stephen Hoyné, Chief Executive Officer	<u>6.10.2022</u> Date:

POSITION OBJECTIVES:

Further develop and improve the asset management system to provide a full life cycle management of council's-built infrastructure assets, inclusive of roads, pathways, parks, reserves, drainage, buildings, plant and equipment.

KEY RESPONSIBILITIES:

- Review and update Council's Asset Management Policy in line with Council document review policy, or as required to meet current best practice.
- Develop, implement, monitor, and report on 10-year Asset Management Plans for all classes of Council assets including roads, drainage, pathway, signage, buildings, plant and equipment and recreational reserves.
- Develop and implement a cost-effective electronic asset data collection system that links to Council's document management system.
- Manage the collection and reporting of data on the condition, financial performance, and service delivery of Council's major asset groups.
- Manage Council assets registers to ensure they accurately reflect Council's asset inventory.
- Identify and implement procedures and processes to integrate the Council's asset management system across all Council departments.
- Develop annual programs for asset renewals, including undertaking inspections.

- Manage minor projects, including civil infrastructure and consultancy-based projects.
- Assist in the development of annual financial asset reports, Grants Commission reporting and asset valuation figures.
- Ensure compliance with the NT Workplace Health and Safety Act.
- Local government work experience and/or demonstrated understanding of local government asset management, including application of the International Infrastructure Management Manual
- Experience in the use of geographic information systems, preferably ArcGIS (desirable)
- Experience in the management of minor civil projects (desirable)
- Undertake Pre-Employment Medical and completion of a Criminal History check
- Current Northern Territory Driver's License

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Responsible for the delivery of asset management processes, systems, and reporting.
- Has the authority and freedom to act within established operational and budgetary guidelines and the provision of relevant acts, codes, and council policies.
- Freedom to act outside established guidelines is subject to specific delegations from the Director.
- Accountable for the day-to-day management and development of the asset management staff.
- Accountable for recommending improvement opportunities to ensure the continued success of the works area in contributing to the overall achievement of Litchfield Council's strategic goals.

JUDGEMENT AND PROBLEM SOLVING:

- This position is responsible for developing and implementing policies and procedures to ensure that the asset management department operates in an efficient and customer-focused way.
- Decision making will be in accordance with the Council's policies and standards.

SPECIALIST KNOWLEDGE AND SKILLS:

- Industry knowledge - detailed knowledge of MPA strategies and tactics for the planning for municipal assets and implementation of capital works.
- Asset management - provide asset management advice in relation to planning and development.
- Policy - responsible for the formulation and implementation of Council's asset planning policies and providing guidance and direction to the Executive Team on matters relating to the planning and monitoring of its assets.

MANAGEMENT SKILLS:

- Ability to manage projects through to completion.
- Ability to work autonomously and/or in a team environment.
- Ability to plan and use own time in setting priorities to achieve set objectives within set timelines efficiently and effectively.
- Ability to engage people across different operational levels and engage consultatively.
- Ability to motivate and work consultatively as a team leader.
- A willingness to embrace change and continual improvement.

INTERPERSONAL SKILLS:

- Ability to relate professionally with a diverse range of people.
- Ability to motivate employees for increased organisational productivity levels.
- Ability to work effectively under pressure and maintain a professional outlook.
- Excellent verbal and written communication skills.

QUALIFICATIONS AND EXPERIENCE:

Extensive and diverse experience in field of expertise with lesser qualification or a tertiary qualification with experience in another field.

- Experience in MPA systems and processes.
- Qualification in relevant discipline.
- A track record in the service delivery of the functions relevant to MPA systems and processes.
- Undertake Pre-Employment Medical and completion of a Criminal History check
- Current Northern Territory Driver's License.

KEY SELECTION CRITERIA:

- Relevant qualifications and/or substantial experience in asset management, especially roads, drains and buildings.
- Demonstrated experience in achieving high level customer service
- Strong verbal and written communications skills
- Proven experience in preparing and marketing reports, strategies, and plans
- IT skills, including Microsoft Office
- Experience in managing and reporting spatial data
- Time and project management skills
- Interpersonal and relationship building skills
- Local Government knowledge
- Current Northern Territory Driver's Licence

CHANGES TO JOB DESCRIPTION:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the Council's work environment– including technological requirements or statutory changes.

James Morgan

Approved: (Manager/Supervisor)

Date: 21/09/2022

Employee: