



CITY OF ALBANY POSITION DESCRIPTION CIVIL ENGINEERING OFFICER - ASSETS

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance. We will commit to a culture of continuous improvement.
- **Accountable:** for our actions - This means we will be transparent in our decision-making. We will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Civil Engineering Officer - Assets	<pre>graph TD; A[Manager Engineering & Sustainability] --> B[Team Leader Asset Management]; B --> C[Civil Engineering Officer - Assets];</pre>
LEVEL: Level 7, Local Government Officers Award and City of Albany Above Award Policy – Local Government Officers	
DIRECTORATE: Infrastructure Development and Environment	
REPORTS TO: Team Leader Asset Management RESPONSIBLE FOR: Nil	

3. POSITION OBJECTIVE

This position is responsible for providing general engineering technical support, data analysis, asset planning, and monitoring for civil infrastructure.

4. KEY RESPONSIBILITIES

Technical Duties

- Respond to a wide variety of customer service requests regarding infrastructure and provide engineering advice to other officers providing responses to customers.
- Prepare and award tenders for asset management projects for services, consultants or contractors.
- Take the lead on internal asset management projects such as condition surveys of the road network, drainage camera surveys and traffic count strategy.
- Assist in the annual review of the 10-year capital works program, by prioritising jobs through data analysis, multi criteria assessment tools, maximising funding applications and ensuring accuracy in the GIS portal.
- Maintain asset inventories through importing as constructed information, for all asset classes.
- Prepare, target and submit funding applications predominantly for road funding.
- Interpret civil engineering CAD drawings and translate them into the corporate GIS system.
- Exercise initiative and judgement within established legislation, standards and procedures.
- Contribute to improvements and updates of the Albany Spatial Data Specification (ASDS).
- Support the continuous development of the ArcGIS Enterprise platform. Utilising GIS for asset management and operational efficiencies.
- Exercise initiative and judgement in the selection and application of established principles, techniques and where procedures are not clearly defined.
- Support the fair value procedure in collaboration with the assets and finance teams.

Administration

- Contribute to the continuous improvement of the City of Albany's asset management strategies, plans, technical & information guides and procedures.
- Develop, implement and maintain processes for the transfer of information from other City departments and external contractors to the asset inventories in addition to the As-Constructed process.
- Develop, implement and maintain processes for drainage camera, 360 degree camera and as new technology or software is utilised.

Financial

- Manage budgets for asset management projects such as condition surveys.
- Perform first cut cost estimates for capital works program with input from Engineering and Operations.
- Responsibility for funding application submissions.
- Assist with the life estimates and unit rates for Fair Value of infrastructure.
- Follow procurement policies for tenders and request for quote.

Interpersonal and Communication Skills

- Lead by example and communicate a vision that generates enthusiasm and commitment.
- Foster, advocate and implement the City of Albany's customer service focus and practices.
- Work closely with other business units to maximise compliance with ASDS requirements and improve asset management outcomes.

Workplace Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Update SWMS and procedures as required with changes to legislation or when required for other changes in circumstance.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.

- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

5. **REQUIREMENTS OF THE JOB**

Skills

- Proficiency in the use of corporate/enterprise system.
- Proficiency in the use of asset management databases/inventories.
- Advanced skills in GIS software and modelling applications.
- Ability to think strategically and act with a long-term perspective, ensuring that plans and outcomes contribute to City of Albany strategic priorities.
- Use sound judgement in identifying, analysing and rectifying problems or risks.
- Ability to positively influence and lead others through written or verbal communication.
- Builds productive relationships with internal and external stakeholders.
- Relates well to others, listens, understands and adapts to different audiences.
- Use time effectively and assist the team in undertaking tasks in a methodical and time efficient manner.

Knowledge

- Knowledge of asset management fundamentals and how to apply them in a practical way.
- Knowledge of civil engineering principles and how to apply them in a practical way.
- Knowledge and understanding of the local government environment.
- Understanding and ability to apply standards, codes and legislation in an infrastructure environment.

Experience and Qualifications

- A tertiary or diploma level qualification with relevant experience in either Asset Management, GIS or a Civil Engineering or less formal qualifications with specialised skills and experience sufficient to perform at this level will be considered.
- Experience in the use of Asset Management software.
- Experience in the use of GIS software.
- Advanced Traffic Management (desirable).
- 'C' Class Driver's Licence.
- White Card
- National Police Clearance.

6. **CERTIFICATION**

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____