

Information Package for

Technical Officer Assets File Number 40372e

Dear applicant,

Thank you for your interest in the position of Technical Officer Assets in the Shoalhaven Water Group of Shoalhaven City Council.

Please find attached information which should help you consider the position in respect of the duties of the positions and the expectations of Council.

This information package includes this cover letter and:

- The Job Description (including the selection criteria); and
- A copy of the advertisement.

Council uses an objective recruitment and selection process and welcomes an application from anyone who is qualified for this position.

To ensure your application is considered, you must respond to the six selection criteria which form part of the Job Description. Your response to the selection criteria will be used to determine those applicants to be selected for interview. Please note that the selection criteria are allocated “weightings” (percentages) which reflect the level of importance of the skills/knowledge/experience and competencies required to undertake the role. Your response will be rated on a scale of 1 – 5 where a score of 1 represents no transferable skills etc and a score of 5 exceeds the criteria. The percentage for each criteria is multiplied by the assessed rating and the totals are summed together to attain the overall applicant score. Applicants with the highest scores will be selected for interview. It is in your best interest to demonstrate by way of examples how you meet the selection criteria.

Shoalhaven City Council applies ecologically sustainable principles, therefore it requests applicants do not submit their applications in a bound format, plastic folders or covers.

Please address your application to:

General Manager
Shoalhaven City Council
PO Box 42
NOWRA NSW 2541

Please mark the envelope:

“Confidential – Technical Officer Assets – Job Application – File 40372e”

Council will acknowledge applications received.

Applications close at 4:00 pm, Friday 27 November 2009

JOB DESCRIPTION

TECHNICAL OFFICER ASSETS

1

Note: Where the position has an incumbent, the Job Description should be read and reviewed in conjunction with the employee's EDD.

<u>POSITION ID NUMBER</u>	P06350
<u>POSITION TITLE</u>	TECHNICAL OFFICER ASSETS
<u>OCCUPATIONAL HEALTH AND SAFETY LEVEL</u>	7 (ATTACHED)
<u>DESIGNATED CHILD RELATED POSITION</u>	NO
<u>GROUP</u>	SHOALHAVEN WATER
<u>SECTION</u>	PLANNING AND DEVELOPMENT
<u>REPORTS TO</u>	CAPITAL PROJECTS ENGINEER POSITION NUMBER P06115
<u>BAND/LEVEL/GRADE</u>	BAND 2 / LEVEL 2 / GRADE 12
<u>REVIEW DATE:</u>	OCTOBER 2009
<u>SOFTWARE AND IT ACCESS</u>	ATTACHED

PURPOSE OF POSITION

To ensure Shoalhaven Water has accurate asset data with regard to attributes (quantity, location, age, type), condition and defects to enable the identification and development of renewal and replacement programs and funding needs. To also develop and assist in implementation of the maintenance and capital programs for Shoalhaven Water, utilising the asset management system (Conquest).

RESPONSIBILITIES

1. To maintain the Asset Management System (Conquest) for Shoalhaven Water by implementing the requirements of the Asset Management Manual (AMM). Develop, maintain and update all asset registers and ensure base data is accurate to meet operation and legislative requirements.
2. Undertake investigations to identify Council assets owned or managed by the Shoalhaven Water Group including their attributes, condition and useful lives. Undertake field work and inspections of assets, including condition reports and defect audits then record information in Conquest.
3. Assist with the investigation of matters relating to Shoalhaven Water assets. Facilitate the provision of condition assessment and other investigations of assets, either via internal resources/systems, or by engaging suitable contractors to provide this information. Undertake direct supervision of contractors when required and ensure compliance of all projects undertaken to specifications, quality, progress and cost. Make recommendations to management of suitable methodologies for collection of data, condition assessment and monitoring of assets in particular for maintenance carried out. Undertake projects to improve the operations and performance of the Asset Management System.

4. Monitor service agreements for provision of physical services and assist in preparation of service level agreements. Monitor SLA' s and reports submitted on a monthly/quarterly basis by SLA providers regarding expenditure, work completed, condition of assets and rectification works. Capture and maintain data for annual performance reporting for the National Water Initiative (NWI) and Department of Water and Energy (DWE) reports.
5. In consultation with management, finance staff and others, prepare the proposed asset renewal/replacement program. Also undertake valuations/revaluations and liaise with Shoalhaven Water management, including:
 - preparing estimates of cost for the replacement of assets
 - preparing valuations for insurance
 - assessing remaining useful lives
 - researching and documenting levels of service.
6. Liaise with relevant Operations and Maintenance staff for their participation in planning and development of maintenance programs for use by Operations which are linked to the Asset Management System.
7. Create reports and plans to enable decision in regards to managing assets and development of other asset related strategies for use throughout Shoalhaven Water or for specific asset custodians. Assist with the provision of information and documentation required for the preparation of and reporting of outcomes against, the Management Plan, Strategic Business Plan and other statutory reporting requirements.
8. Undertake special projects as required by the Planning and Development Manager as required.
9. Provide on the job training and assistance to other staff on the Asset Management System and other related programs.
10. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
11. Demonstrate a high commitment to quality performance in all work performed and support Council's goal of achieving continued improvement in all areas of the position.

COMPETENCY PROFILE:

QUALIFICATIONS and LICENCES

Essential

1. TAFE Diploma (or higher) qualification in an engineering, survey or relevant technical field
2. Current C class motor vehicle licence

EXPERIENCE

Essential

1. A minimum of 2 years experience in a related field.
2. Sound experience in the development and maintenance of asset management systems

SKILLS

Essential

1. Advanced computer application skills associated with asset management systems utilising engineering oriented Computer Aided Drafting, Geographic Information Systems or similar.
2. Well developed written and oral communication skills

3. Demonstrated ability to provide effective customer service.
4. Demonstrated ability to follow Council's OHS policies and procedures

Desirable

1. The capacity to acquire skills in Microsoft Access and Visual Basic programming.

KNOWLEDGE

Essential

1. Comprehensive knowledge of asset management systems and their application to water and sewerage construction programming and maintenance.
2. Sound knowledge of engineering concepts

Desirable

1. The capacity to rapidly acquire knowledge of Council Policies, Local Laws, Statutory requirements relative to Local Government.

Financial accountabilities:

The Technical Officer Assets is authorised to make technical decisions within the scope of the projects undertaken.

Expenditure control: Nil

Delegated authority: Nil

ORGANISATIONAL RELATIONSHIPS

Reports to:	Capital Projects Engineer
Team Leadership / Supervision:	Nil
	Contractors and Consultants (approximately 1-5 per year)
Internal Liaison	Shoalhaven Water staff and management; Shoalhaven City Council staff and management
External Liaison	Community Groups, Commercial, Industrial and Development Representatives, Government departments; professional and industry associations; solicitors; consultants and General Public.

Organisational Chart

KEY PERFORMANCE INDICATORS

Must be measurable and are reflected in EDD

Appointee: _____

Date: _____

Manager: _____

Date: _____

SELECTION CRITERIA

TECHNICAL OFFICER ASSETS

TAFE Diploma (or higher) qualification in an engineering, survey or relevant technical field	Essential
Current C class motor vehicle licence	Essential
Experience in the development, implementation and maintenance of asset management systems within a safe working environment.	30%
Knowledge of asset management systems and their application to water and sewerage construction programming and maintenance.	30%
Demonstrated high level of interpersonal, negotiation and communication skills combined with a commitment to quality customer service	10%
Computer application skills associated with asset management and data base systems utilising engineering oriented Computer Aided Drafting, Geographic Information Systems or similar.	30%

OCCUPATIONAL HEALTH, SAFETY & REHABILITATION REQUIREMENTS

Responsibilities

Take all practical measures to ensure that the workplace under your control and that the behaviour of all persons in the workplace is safe and without risk to health.

Cooperate and take an active role by participating in the OHS System.

Ensure that application to OHS daily tasks are performed in the workplace.

Responsible for detecting hazards in your operational area of control and within your level of authority and taking prompt remedial action.

Ensure the safety of yourself, fellow workers, contractors, members of the public, visitors and all property and equipment used in the workplace.

Not to interfere with or misuse any device or equipment that has been provided in the interests of health & safety.

Undertake all required inspections (site and plant).

Ensure plant equipment has been appropriately tested and is safe for use.

Ensure that corrective action responsibilities, authorities and accountabilities are met and that procedural outcomes are properly actioned, implemented and reviewed for effectiveness.

Accountabilities

Comply with all safety procedures, rules and standards, and observe reasonable directions on OHS from designated officers of the organisation.

Training

Actively participate in training where provided or directed.

Ensure notification to relevant staff of any identified skill shortages.

Maintain current competencies for your current position eg) inspection, audit, testing and training.

Undertake training in the safe and effective operation of plant & equipment in accordance with manufacturers directions and Australian or Industry Standards.

Risk Management

Apply Council's Risk Assessment procedure to all work functions / tasks as appropriate and direct to the OHS Unit for recording.

Utilise all personal protective equipment where supplied for your personal protection.

Implement and review risk management processes eg) Site Inspections, Hazard Identification, Risk Assessments, Hazard Reporting and Corrective Actions.

Prioritise tasks utilising Council's Hazard Ranking System.

Report matters beyond your authority promptly, together with any recommendations for remedial action to a supervisor or manager who does have the necessary authority.

Report all incidents/accidents, unsafe acts or conditions, injuries and near hits.

Undertake prompt remedial action to eliminate any unsafe or unhealthy conditions or behaviour.

Conduct agreed maintenance and/or inspections of Plant & Equipment in accordance with workplace maintenance schedules, legislation or Council's OHS Policies and procedures.

Utilise and maintain Plant & Equipment as instructed.

Injury Management

Actively participate and co-operate with your individual Return to Work / Injury Management Plan without hindrance or indifference.

Authority

Undertake Risk Management Activities & Implement Control Measures.

Report Hazards, Incidents and Near Hits.

Consult with personnel as required.

Make recommendations for improvement to the OHS&R Management System.

Technical Officer – Assets

- **Salary:** \$47902 to \$53892 p.a., plus superannuation. (Grade 12, Band 2, Level 2)
- Access to variable working hours

The Technical Officer Assets is responsible for ensuring that Shoalhaven Water has accurate asset data with regard to attributes (quantity, location, age, type), condition and defects to enable the identification and development of renewal and replacement programs and funding needs. He/she will also assist in the development and implementation of the maintenance and capital programs for Shoalhaven Water utilising the *Conquest* asset management system.

Information packages are available on Councils website, or contact Donna O'Connor on (02) 4429 3303 (Ref No. 40372e). **Enquiries** may also be directed to Ben Stewart on (02) 4429 3515.

Applications Close: Friday 27 November 2009