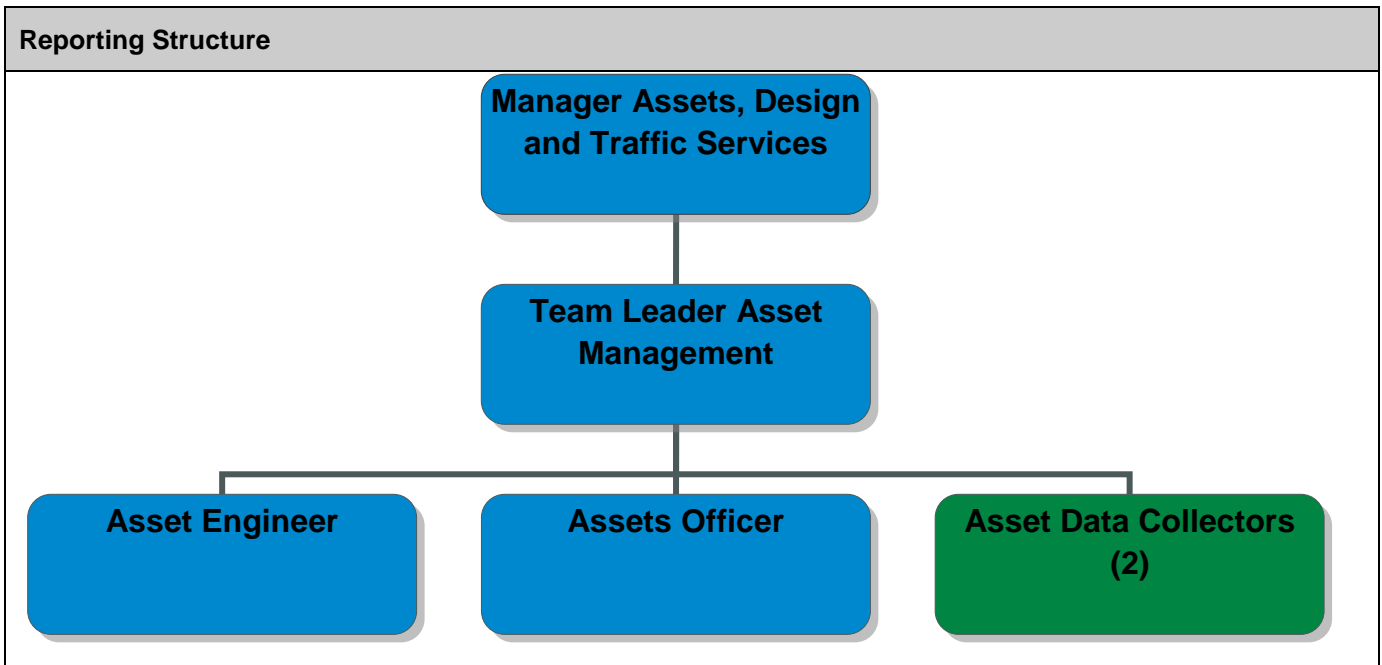


Position Description

| | |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title | Asset Data Collector |
| Position Number | 34176 |
| Division | Community Assets |
| Branch | Assets, Design and Traffic Services |
| Special Requirements | Current class C Driver licence Ability to work flexible hours. |
| Physical and Environmental Demands | Ability to carry out site and field inspections including extensive walking in various terrains and locations Mobility around construction sites, buildings, bridges, stormwater drainage assets and in and out of plant and/or vehicles Manual handling |
| Authorities | As applicable and as delegated by the General Manager |
| Key Direction/s | Strong Local Leadership |
| Local Service/s | Support Services |



| |
|----------------------------------------------------------------------------------------|
| Position Purpose |
| To assist a specialist team in implementing and conducting asset management processes. |

Key Result Areas

- **Asset Management**
- **Branch Activities**
- **Customer Service**
- **Corporate Core Values**

Key Duties & Responsibilities

Asset Management

- Carry out regular inspections and complete associated documentation on Council civil, building and open space infrastructure.
- Perform structural condition and serviceability assessments for all infrastructure and open space assets including site inspections.
- Record newly constructed assets for inclusion in Council's asset system.
- Assist in works program development and cost estimation.
- Collect, validate and analyse asset inventory and condition data for all infrastructure and open space assets.
- Conduct follow up inspections upon reported defects, malfunctions and asset handover inspections.
- Carry out regular inspections and associated work on Council Infrastructure and open space assets.
- Maintain and update Asset Management Systems for Council's infrastructure.
- Undertake data collection using tablet PC's, GPS and mobile devices.
- Assist in preparing technical, financial and other reports.
- Assist in the preparation of technical specifications for investigation and maintenance works.

Branch Activities

- Other relevant duties which may be required by the Manager or Team Leader

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

Corporate Core Values

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment and Customer Focus.

Essential and Desirable Criteria

Essential

- Relevant tertiary qualifications and/or experience in asset management and knowledge of infrastructure assets such as roads, bridges, footpath, drainage, buildings, recreation and open space assets
- Previous experience and ability to carry out infrastructure asset inspections and assessments
- Competence in verbal and written reporting of results of technical investigations mainly associated with infrastructure, building, recreation and open space assets
- Good computer skills in relation to data presentation using Microsoft Office
- Experience in carrying out regular inspection program for civil infrastructure, buildings, and recreation and open space assets using mobile devices
- Demonstrated experience in using technical equipment to measure or assess infrastructure assets
- Understanding of EEO, WHS and sustainable environment management principles in the workplace

Desirable

- Previous experience utilising asset management software (preferably Conquest)
- Confined spaces qualifications
- Experience in data analysis appropriate to Council's asset management systems

WHS Responsibility

Act in accordance with WHS legislation and Council workplace health and safety policies at all times.

Prepared By

Team Leader Asset Management

Date Prepared

April 2018