

POSITION DESCRIPTION



Position Title	Asset Officer	Salary	Level 5
Department	Technical Services	Conditions	City of Palmerston Enterprise Agreement 2013
Business Unit	Civil Operations	Employment Type	Full-time (38 hrs)
Reports To	Civil Operations Team Leader	Duration	On-going
Direct Reports	Nil	Position Number	TEC023

Position Objective

To develop and maintain an Asset management System for councils assets including identifying risks associated with the infrastructure assets in accordance with the Council's Risk Based Infrastructure Inspection Manual.

Key Duties and Responsibilities

- Prepare operating manuals for asset management systems, and assist in the development of asset management plans and strategies.
- Ensure the collection and updating of data with respect to Council's infrastructure and asset management systems as required
- Undertake field inspections and surveys to verify the quality of information related to assets
- Undertake inspection and identify the risks associated with roads, pathways, stormwater drainage and other infrastructure for the purpose of day to day maintenance management
- Carry out duties according to after hour's on-call rosters, disaster preparedness and response team
- Other duties as directed

Selection Criteria: Essential

- Certificate IV in a field related to key responsibilities of the position
- Good oral and written communication skills
- Demonstrated ability to work within a team environment
- Demonstrated computer literacy (Microsoft office) with good working knowledge of spreadsheets and data entry
- An ability to interpret technical drawings and documents
- Current C Class NT Driver's Licence

Selection Criteria: Desired

- Knowledge or experience in GIS system
- Knowledge of asset management techniques
- Knowledge of local government functions

Further Information

Successful applicants will be required to prove their eligibility to work in Australia, undergo a criminal history check, a pre-employment medical assessment and provide documentation regarding their qualifications/licences prior to City of Palmerston's employment offer becomes confirmed.

Signature

I acknowledge and the requirements of this position as contained within this document.

Signature: _____

Name: _____

Date: _____