

# Asset Management Officer

## Position Outline

<b>Position</b>	Asset Management Officer
<b>Work Location</b>	23 West Street, Administration Building
<b>Directorate</b>	Corporate Services
<b>Section</b>	Asset Management
<b>Reports to</b>	Asset Management Coordinator
<b>Annual Salary Band</b>	\$70,287.00 - \$74,836.00
<b>Classification</b>	Level 2, Mount Isa City Council Certified Agreement 2018
<b>Engagement Type</b>	Full time

### POSITION OBJECTIVE

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This position supports the Asset Management Coordinator to maintain, integrate, develop and implement the corporate asset management system and strategy for all the community assets in the Mount Isa region.

### POSITION REQUIREMENTS

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- A tertiary qualification in Asset Management or ICT or extensive experience in a similar Asset Management role.
- Comprehensive knowledge of the principles of infrastructure asset management to apply industry standards, manuals and recommendations to resolve problems, and develop other solutions using initiative and creativity to promote solutions.
- Specialist skills exercised within the multi-discipline operations of mapping systems, project management, strategic planning and/or civil engineering.
- Highly developed communication and interpersonal skills, especially with people from a wide range of backgrounds.
- Experience in Microsoft Office suite.
- Additional experience or qualifications in GIS, Civil Engineering, and/or Information Systems desirable.
- Current C class manual Driver's Licence or ability to acquire a licence prior to officially commencing in the role.

### KEY RESPONSIBILITIES

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This position is responsible for the following areas and includes but is not limited to:

- Support the functioning of the system as designed.
- Liaison with internal and external users of the system on system-based aspects of Asset Management, Works Management, Asset Inspections and Inventory Management.
- Participate in system upgrades and future developments.
- Support and undertake asset data loading, extraction and cleansing processes.

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- Play an active role in alignment to data standards and improvement of Council's asset master and transactional data.
  - Prepare relevant reports and correspondence.
  - Prepare reports defining infrastructure needs.
  - Ensure reasonable care is taken for own health and safety as well as the health and safety of others and that no one is adversely affected by workplace activities or omissions.
  - Ensure the security and maintenance of Council's property and records to ensure they meet their service objectives and strategic requirements efficiently and effectively.
  - Provide and maintain high level of confidentiality.
  - Ensure that work is carried out in a safe manner in accordance with the WH&S Act, Regulations and Standards and Council's work procedures.
  - You are required to follow any other lawful and reasonable directives provided by your supervisor or more senior officer.

*Out of ordinary hours work may be required. Council reserves the right to change these duties at any time.*

### **KEY PERFORMANCE INDICATORS**

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- Ensure Council is meeting its organisational requirements for asset management and the relevant information systems are appropriately maintained and up to date.
- All assigned tasks completed professionally and on time.
- High level of participation and commitment to team outcomes.
- Provision of professional advice in accordance with relevant legislation and recognised industry standards.
- Promotes and complies with Council policies and procedures.
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure.

### **WORK HEALTH AND SAFETY**

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All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

## WHAT'S IN IT FOR YOU?

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When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

## WE AT ISA...

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We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

## HOW TO APPLY

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### What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

### Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on [hr@mountisa.qld.gov.au](mailto:hr@mountisa.qld.gov.au)
- *Both word and PDF are accepted file formats.*

### Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	29 May 2017
Review Date	5 July 2024
Contact	Krishan Lal - Asset Management Coordinator
Closing date	19 July 2024