

POSITION DESCRIPTION

ASSET COORDINATOR – CIVIL AND MUNICIPAL INFRASTRUCTURE

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| Classification: | Level 6 |
| Agreement: | The Shire of Broome Inside Staff Enterprise Agreement |
| Department: | Engineering Administration |
| Directorate: | Infrastructure |
| Location: | Administration Office |
| Date reviewed: | January 2023 |
| Approved by: | Director Infrastructure |

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

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| <i>People</i> | We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone. |
| <i>Place</i> | We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone. |
| <i>Prosperity</i> | Together, we will build a strong, diversified and growing economy with work opportunities, for everyone. |
| <i>Performance</i> | We will deliver excellent governance, service and value, for everyone. |

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

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| <i>Proactive</i> | Proactive, forward thinking, open-minded and innovative. |
| <i>for Everyone</i> | for Everyone; inclusive and welcoming of all people. |
| <i>Accountable</i> | Accountable, transparent and ethical. |
| <i>Respectful</i> | Respectful of everyone and everything. |
| <i>Listening</i> | Listening to people's needs and ideas; community focused. |
| <i>Sustainable</i> | Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs. |

Position Purposes and Objectives

- Effective coordination of organisational programs, processes and systems for effective asset management at the Shire of Broome;
- Maintain up to date databases for all civil and municipal infrastructure assets
- The application of system and systematic checks in support of effective asset management;
- Develop annual and 20-year maintenance, renewal and capital works programs for all civil and municipal infrastructure asset classes.
- Coordinate and implement cost effective preventative maintenance programs for all Shire civil and municipal infrastructure asset classes.
- Ensure capital works undertaken on Shire civil and municipal infrastructure assets are carried out on budget and within specified timeframes.

Position Key Responsibilities and Duties

Corporate / Organisational:

- Develop and maintain the various Asset Management Plans to maximize the life and value of civil and municipal infrastructure assets at the least possible cost.
- Develop and maintain procedures and systems for the management of the Shire's civil and municipal infrastructure asset classes;
- Develop and maintain the Corporate Asset Management System which integrates with existing information systems;
- Develop and maintain Asset Management Plans for the civil and municipal infrastructure asset classes including but not limited to roads, drainage, pathways, public open space, carparks, bus facilities, street lights and coastal infrastructure;
- Develop and maintain annual 20-year maintenance and capital improvement programs for all civil and municipal infrastructure asset classes;
- Contribute to and collaborate with Works and Parks and Gardens teams on the Annual Operational budgets for civil and municipal assets in accordance with the Shire's Asset Management Planning.
- Research and make recommendations to management on effective asset management and maintenance systems;
- Contribute to whole of life cycle planning for the management, rehabilitation and renewal programs for civil and municipal infrastructure assets;
- Prepare technical specifications, contract documents and consultancy briefs as required to deliver asset management objectives;
- Develop and review policies, procedures and standards on relating to asset management;
- Prepare applications and manage grants from external funding bodies relating to asset management;
- Provide reports on technical matters and project activities, including recommendations to management and Council.
- Develop, implement and monitor appropriate performance indicators for Assets Management activities;

- As necessary provide training and/or mentoring for team members and other Council staff with respect to asset management systems and practices;
- Effectively coordinate and supervise works undertaken by contractors and subcontractors to ensure quality workmanship and delivery on time and within budget;
- Manage consultants appointed to undertake asset management projects and tasks;

Organisational Responsibilities

Human Resource Management

- Provide leadership to and manage the development of staff according to both personnel and organisational requirements.
- Assess the team's competencies and ensure skill bases meet requirement for achieving strategic and service delivery plans.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.
- Oversee the recruitment and selection process in conjunction with management and Human Resources.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance:

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Budget:

- The incumbent will have responsibility and authority for the prudent management and achievement of adopted budgeted funds and project and strategic outcomes in agreement with the Director Infrastructure Services.

Organisational:

- To develop and review policies and procedures.
- To review and update or implement system improvements
- Ensure reporting activities are provided to the Council and the Executive.
- Oversee and report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

Organisational Relationship/Context

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| Reports to: | Manager Engineering |
| Supervises: | 50% Graduate Engineer/Engineering Technical Officer |
| Internal Contacts: | Other Shire Directors and Management Responsible Officers Works Department Managers and Coordinators Parks and Gardens Department Managers and Coordinators |
| External Contacts: | Community Groups Commercial Tenants Contractors and Sub contractors Consultants Government agencies Suppliers |
| Performance Review: | Probation period – first three months of employment Performance Appraisal conducted annually |

Key Selection Criteria

Essential Skills, Qualifications and Experience:

- Asset management experience and a good working knowledge of asset management principles applicable to typical Local Government civil and municipal infrastructure assets
- Exposure to and an appreciation of maintenance/construction and/or civil engineering principles and practices either through formal training or related experience.
- High level of computer skills and experience in the use of Asset Management systems, database management, spreadsheets, work processing, scheduling and computer based estimating.
- Highly developed problem solving and decision making skills
- High level of written (including report writing) and verbal communication skills.
- Highly developed time management and organisational skills and abilities.
- Ability to work unsupervised or as a key member of a team;
- Proven ability to effectively manage contractors and consultants
- Ability to communicate with stakeholders and monitor project progress including budgets and timelines
- Demonstrated ability and experience in writing the scope and technical specifications for quotations and tenders.
- White Card (Basic Construction Industry Induction)
- Current unrestricted "C" class national driver's licence.

Desirable Skills, Qualifications and Experience:

- Recognized asset management or project management qualifications and/or membership
- Previous experience in Local Government
- Sound knowledge of Broome municipality
- Grant application and acquittal experience
- Knowledge or experience with the use of GIS systems.
- Previous experience with Asset Management Systems RAMM or NAMS Plus