

<i>Position Description – Assets Officer</i>	
Directorate	Operations and Technical Services
Location	Blayney
Classification/Grade/Band	G4 B2 L2 (\$1,211 to \$1,465 per week)
Date position description approved	20 July 2022

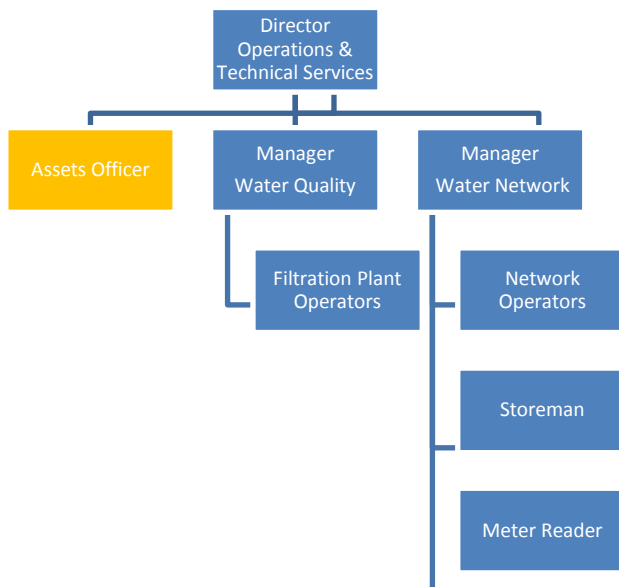
Council overview

Central Tablelands Water is a County Council providing drinking water supply to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

Primary purpose of the position

Develop and expand Central Tablelands Water existing asset management systems and capability. The primary purpose of this position is to act as a custodian and operator of Council's asset management systems in accordance with relevant legislative and Council requirements.

Reporting Structure



Key accountabilities

1. Develop, maintain and program Council's corporate asset management database and processes.
2. Undertake a variety of asset management activities including, but not limited to, data collection, onsite inspection, register updates, condition inspection and assessment, investigation, research, data input, risk management, scenario modelling, production of renewal programs and report generation.
3. Assist with the development of best practice asset management plans by providing timely and accurate asset information, reports, trends, data analysis and recommended treatment.
4. Develop & maintain models predicting depreciation & future condition of Council's fixed assets.
5. Undertake valuations of Council's assets in accord with legislative requirements.
6. Support the development of the annual works programs, 10 and 30 year maintenance and capital improvement programs for Council's water infrastructure assets.
7. Development of asset risk assessment tools and risk registers and identify critical assets.
8. To actively participate as a member of the CTW team in the delivery of infrastructure and services to meet the needs of the community.
9. Investigate and make recommendations to the General Manager and Directors on efficiencies and new technologies that relate to assets.
10. Adhere to the Work Health and Safety (WHS) Act and Council's WHS policies and procedures.
11. Ensure that all duties are performed in a manner consistent with the policies of Council, the expectations of management and with respect for fellow employees.
12. Maintain an effective liaison with constituent councils and other procedures.
13. Perform other duties as directed, commensurate with level of responsibility and skills.
14. Assess and improve work practices and procedures on a continuous basis to achieve or exceed CTW strategic goals.
15. Demonstrate positive cultural behaviours and commit to applying CTW's values, policies and procedures at all times.

Essential requirements

1. Certificate IV level qualifications in a relevant field or equivalent qualifications or relevant experience applicable to the role.
2. Experience in asset management combined with a solid working knowledge of financial asset management principles and practices as they relate to local government.
3. Knowledge of water supply and the infrastructure assets.
4. Well-developed computer skills in the use of Microsoft Office products, Geographical Information Systems (GIS) and other corporate software programs particularly in relation to accounting, water meter reading and assets.
5. Well-developed communication and reporting skills.
6. Ability to work accurately, with attention to detail, use initiative, focus on results and meet predetermined targets.
7. Ability to work alone and as part of a team to achieve collective results.
8. Current Class C Driver's Licence.





Desirable requirements:

1. Experience working in a local government environment.
2. Experience in working with phone and remote device applications related to work applications.
3. Experience in use of GPS equipment such as Trimble.
4. Working knowledge of Corporate Management Systems.
5. Knowledge of Local Government Act and Regulations.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Intermediate