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## Central Tablelands *Water*

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### **INFORMATION PACKAGE – ASSET OFFICER**

Thank you for your interest in the position of Asset Officer with Council. Please find attached the following:

- Tips for Preparing your Application
- Position Description (including selection criteria)

Council uses a merit-based selection process and welcomes applications from anyone who is qualified for this position. As part of the selection process the successful applicant will be required to undergo a Pre-Employment Medical to determine the applicant's ability to carry out the requirements of the position.

Written applications clearly identifying the position being applied for and addressing the **selection criteria**, together with a current résumé and contact details of three (3) referees should be forwarded to:

Director Operations & Technical Services

Central Tablelands Water

PO Box 61

BLAYNEY NSW 2799

or by email to: [lfreeth@ctw.nsw.gov.au](mailto:lfreeth@ctw.nsw.gov.au)

Applications close at 4pm on Friday 7 July 2017.

Further information regarding the position is available from Council's Director Operations & Technical Services, Ms Leonie Freeth by telephoning 02 6391 7200.

G. Rhodes

**GENERAL MANAGER**

*Central Tablelands Water is an Equal Opportunity Employer*

## **TIPS FOR PREPARING YOUR APPLICATION**

To be short-listed for an interview for this position your application should provide adequate information to demonstrate your ability to satisfy the **selection criteria**.

In your application you are requested to provide a written response for each criterion, explaining how you meet each criterion. It is also important that you provide sufficient details to support any claims made. The inclusion of examples of your work may assist you in demonstrating how you satisfy the criterion.

In addition to your written submission in relation to the selection criteria, please include a detailed résumé that provides information on any relevant positions that you have held. At a minimum, your résumé should provide an outline of the major duties you were responsible for, the positions you have held and the organisations you have worked for.

Please include copies of all certificates that are relevant to this position. (Please do not send originals).

Please also include contact details of three (3) referees.

As our filing system does not support folders or binders, please provide your application securely stapled in the top left-hand corner.

## Position Description and Duties Statement

### Asset Officer

#### 1. Position Description

The position of Asset Officer is based at Council's administration office at 30 Church Street, Blayney. The Asset Officer reports directly to the Director, Operations & Technical Services.

This is a new role at CTW and offers an exciting opportunity to develop and expand the existing asset management systems. 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.

**PRIME DUTIES AND RESPONSIBILITIES** include the following:

- Develop, maintain and programme Council's corporate asset management database and processes;
- Effectively 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;
- Assist with the development of best practice asset management plans by providing timely and accurate asset information, reports, trends, data analysis and recommended treatment;
- Accurately develop and maintain models predicting depreciation and future condition of Council's fixed capital assets;
- Support the development of the annual works programs, ten (10) and thirty (30) year maintenance and capital improvement programs for Council's water assets.
- Development of asset risk assessment tools and risk registers.
- To actively participate as a member of the CTW team in the delivery of infrastructure and services to meet the needs of the community.
- Adhere to the Work Health and Safety (WHS) Act and Council's WHS policies and procedures.
- Adhere to Council's EEO policy.
- Perform other duties as directed, commensurate with level of responsibility and skills.

#### 2. Award Classification

The salary offered for this position is Administrative/Technical/Trades Band 2 Level 2 and Level 3 under the Local Government (State) Award with a salary range between \$55K to \$65K depending on qualifications and/or practical knowledge and experience.

#### 3. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is normally located in the administration offices at Blayney. The employee may be required to conduct site inspections of properties in other towns and areas serviced by Council. The noise level in the work environment is usually quiet. Council maintains a non smoking policy whilst on council property or within council vehicles.

#### **4. Training Requirements**

The maintenance of the required skills and attributes to carry out the objectives of the position and the duties associated with the position may require ongoing training and professional development. Maintenance of computer-specific skills is essential.

On-the-job training will be provided in key skill areas. The Asset Officer must be prepared to undertake all on-the-job training and professional development designed to maintain and enhance the skills necessary to perform to an acceptable level the duties of the position. In addition, the position may require attendance at short courses dealing with specific job skills. Formal training in other areas relative to the position will be encouraged.

#### **5. Performance Measures and Indicators**

##### *Performance Appraisal*

An annual performance appraisal will be undertaken. This performance appraisal will be conducted in May of each year. The results of these appraisals will be made immediately available to the employee.

Any areas in which performance is assessed to be below the minimum level required for the position will be discussed with the employee, with the opportunity given for corrective action to be taken. Significant lapses in performance, which are not corrected, will lead to disciplinary action or dismissal.

##### *Performance Measures*

Effective and efficient management of the duties assigned to the position of Asset Officer will ensure:

- That all work is carried out in a safe and healthy work environment in accordance with the provisions of the Work Health and Safety Act and Council's safety policies, with no examples to the contrary.
- That Council's Asset management systems including accurate input of information, operational manuals and other asset management documentation are up to date and accurate.
- That audits are conducted to ensure the accuracy of asset data.
- That all information such as work as executed plans, maintenance, repairs, condition assessments, capital expenditure details is input into the central asset register/GIS mapping, including componentising of new assets and ensuring continuity between asset registers and separate maintenance/management systems.
- The asset capitalisation and depreciation calculations for Council's water assets are completed annually.
- That risk registers are developed and maintained in accordance with the water services asset risk management plan, drinking water quality management plan and emergency response plan.
- That the records/documentation required by Council's Drinking Water Quality Management System are captured and stored in the document management system.
- That all work is carried out in compliance with relevant Council policies.

- That a high level of Customer Service is maintained.
- Performing other reasonable duties as directed by the General Manager or their delegate.
- that all work is carried out in a safe and healthy work environment in accordance with the provisions of the WHS Act and Council's safety policies and procedures.

**ESSENTIAL CRITERIA:**

- Certificate IV level qualifications in a relevant field or relevant qualifications or relevant experience applicable to the role.
- Experience in asset management with knowledge of financial asset management principles and practices as they relate to local government.
- Knowledge and understanding of water supply and the system components.
- 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 and assets.
- Demonstrated effective communication & reporting skills.
- Demonstrated ability to work accurately, with attention to detail, use initiative, focus on results and meet predetermined targets.
- Demonstrated ability to work as part of a Team
- Current Drivers Licence (minimum class C)

**DESIRABLE CRITERIA:**

- Experience working in a Local Government environment
- Working knowledge of Local Government Corporate Management Systems
- Knowledge of Local Government (State) Award and Local Government Act