

# **General Information for the Position of Asset Technical Officer - Roads**

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**Further Information can be obtained from:**

Engineering Department - (02) 6847 6600

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115 Dubbo Street,  
(P.O. Box 6)  
WARREN NSW 2824

Phone: (02) 6847 6600

***SCHEDULE 1***

***ADVERTISEMENT FOR THE POSITION***

***Asset Technical Officer - Roads***

## POSITION VACANT

### Asset Technical Officer - Roads

Warren Shire Council is currently seeking a dedicated and proactive Asset Technical Officer - Roads to join our Engineering Services team. This is an exciting opportunity for an individual passionate about public infrastructure, asset management, and community service.

#### **About the Role:**

As the Asset Technical Officer - Roads, you will play a key role in maintaining and improving the quality and safety of Council's infrastructure assets. This position involves but is not limited to conducting field inspections, recording and analysing maintenance defects and data entry.

#### **Essential**

Current Drivers Licence

Ability to work as an effective team member and without supervision

Have a sound level of computer literacy

#### **Desirable**

First Aid Certificate

Prior experience in a similar role

#### **Employment Conditions:**

Salary currently ranges from \$1310.30 - \$1519.95 per week, plus any applicable allowances  
11.5% Superannuation

#### **Questions:**

Should you have any further questions, please contact Sylvester Otieno, Divisional Manager Engineering Services, on 02 6847 6600.

#### **Applications**

An information package **must** be obtained by attending the Administration Centre, 115 Dubbo Street, Warren or by visiting Council website [www.warren.nsw.gov.au](http://www.warren.nsw.gov.au)

Applications should be addressed to the General Manager and can be lodged:

- Via mail – P.O. Box 6, Warren, NSW, 2824
- In person – 115 Dubbo Street, Warren, NSW, 2824
- Via email – [hr@warren.nsw.gov.au](mailto:hr@warren.nsw.gov.au)

*Council is an Equal Employment Opportunity employer.*

*Warren Shire Council recognises the skills and attributes of Veterans and welcomes applications from ex-service personnel.*

***SCHEDULE 2***

***POSITION DESCRIPTION***

***Asset Technical Officer - Roads***

## Position Description

<b>Position Title:</b>	Assets Technical Officer - Roads Infrastructure
<b>Department:</b>	Engineering Services
<b>Classification:</b>	Administrative/ Technical/ Trades Band 2, Level 2 or Professional/Specialist Band 3, Level 1. Plus, Civil Liabilities Allowance
<b>Grading:</b>	Local Government (State) Award Progression between Grades 1-5 is in line with Council's Salary System
<b>Hours of Duty:</b>	19 day month flexitime system  35 hour week  1 hour lunch  6:15am to 2:45pm (Summer) and 7:00am to 3:30pm (Winter)
<b>Annual Leave:</b>	4 weeks per year
<b>Responsible Officer:</b>	Divisional Manager Engineering Services
<b>Immediate Supervisor:</b>	Roads Infrastructure Manager

**Role Summary:** This position is responsible for undertaking routine and ad hoc audits of infrastructure assets.

**Position Objectives:**

1. Capturing infrastructure asset maintenance defects in the field and record this data into Council's maintenance register and assisting in analysis of data for planning purposes.
2. Undertake ad hoc investigations in relation to Warren Shire Council Complaint/Action request system, provide reports to management on findings and recommendations, resolve within area of responsibility and provide advice and assistance to the public in a timely and courteous manner at all times.
3. Ensure there is a planned and programmed approach to asset inspection and maintenance works in accordance with relevant legislation, asset management/maintenance plans and agreed service standards

4. Undertake auditing and inspections (written and visual) of all infrastructure assets and comply with Council's risk management obligations and Australian Standards
5. Maintain an accurate record of required and completed works in Council's Maintenance Management System including inspections, defects and accomplishments
6. Enter assessment and inspection data in both field and computer desktop hardware.
7. To undertake data collection for the purpose of updating of Asset Management Systems.
8. To undertake inspection and assessment of work required on infrastructure faults reported through the Warren Shire Council Complaint/Action request system.
9. As directed, undertake audits of work carried out by the Engineering Services Department of Council to ensure that the quality of work completed is carried out satisfying the requirements of the section's assets agreed Service Levels.
10. To promptly respond to reported dangers/emergencies involving possible danger to the public; to minimize inconvenience and ensure general safety of the public and staff.
11. Maintain allocated plant item and all fittings.
12. Other works as directed by the Divisional Manager Engineering Services.
13. This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Warren Shire Council reserves the right to amend or update this position description in accordance with operational needs.

#### **Licences, Qualifications and Experience:**

##### **Qualifications**

1. Professional/Specialist Band 3, Level 1: A Tertiary Qualification in Civil Engineering allowing Graduate Membership to the Institution Engineers Australia or Full Membership (Graduate) Local Government Engineers Association of NSW or similar body;  
  
or
2. Administrative/ Technical/ Trades Band 2, Level 2: A combination of base level qualifications, workplace learning and asset data collection experience, and
3. Awareness of the operations of the data entry equipment and/or its base station.

##### **Essential**

1. Sound knowledge and skills in civil engineering construction and maintenance work or a combination of substantial years of relevant experience, knowledge and skills sufficient to perform the duties and responsibilities of the position.
2. A sound level of computer literacy and keyboard skills including the ability to use Microsoft Word, Excel and the web as required.

3. Highly developed communication (oral and written) and interpersonal skills including sound conflict resolution skills, negotiation skills and dealing with challenging customers and key stakeholders
4. Ability to employ initiative, set priorities, plan and organise own work and coordinate with other staff.
5. Demonstrated knowledge of reading and interpreting maps, civil designs and engineering plans.
6. Proven experience in the organisation, and asset management of the Engineering Services Department
7. Computer skills with experience in the collection and upkeep of asset data.
8. A demonstrated commitment to providing professional customer service to Council's standards.
9. Proven oral communication skills in communicating with staff, contractors and wider community.
10. Understanding and proven ability to submit all asset data documents.
11. Ability to work effectively as part of a team.
12. A commitment to continual improvement.
13. Ability to contribute to the preparation of the state of Council's Assets.
14. Current NSW Class C Driver's Licence.

#### **Desirable Criteria**

1. Knowledge and understanding of Maintenance Management Systems including the ability to use different types of interfaces to enter the data
2. Demonstrated experience in meeting contract operation and performance objectives
3. Knowledge and skills in the preparation and monitoring of planned works budgets
4. Knowledge and understanding of AutoCAD software
5. Knowledge and understanding GIS software (e.g. MapInfo)
6. Knowledge and understanding GPS equipment for asset collection or similar equipment
7. Knowledge and understanding of surveying equipment
8. Knowledge and understanding of traffic counting equipment and associated software
9. Knowledge and understanding of "Confirm" Asset Management software
10. Sound knowledge and commitment to Equal Employment Opportunity (EEO) principles

11. Sound knowledge and commitment to Quality, Environment and the (WH&S) systems and issues relevant to the position
12. Traffic Control Work Training – Prepare Work Zone
13. Aerodrome Reporting Officer
14. Aerodrome Works Safety Officer
15. Current NSW Class HR Driver's Licence

#### **Schedule of Duties:**

1. Develop and implement inspection and reporting programs to ensure that the most efficient use of Council's funds is achieved in a productive and timely manner to ensure that the Engineering Services Section satisfactorily serve the asset's **Service Level Agreements**.
2. The position primarily reports to the Divisional Manager Engineering Services; however the position will frequently need to liaise with the other Internal & external key contacts (Roads Infrastructure Manager, Town Services Manager, Assets Technical Officer Services, Work Health & Safety (WH&S) Officer, Roads Overseer, Services Overseer, Roads & Maritime Services Representatives, Contractors and Workcover). This includes verbal reports as well as the submission of asset reporting documents such as **Defect Reports, Improvement Request Reports and Registered detailing the state of the Works & technical Services Assets**.
3. At the conclusion of each inspection issue to the Divisional Manager Engineering Services as well as the other appropriate key Internal & external key contacts **Improvement Request Reports and Registered** detailing the state of all assets.
4. Ensure that all dangerous situations involving possible danger to staff and/or the public are reported immediately.
5. Provide appropriate maintenance and take satisfactory security provisions for all plant and data collection equipment issued and identified as being a requirement of the allocated duties.
6. The position communicates information across internal teams, sections and externally to provide advice and develop procedures required for the operation and management of Technical Services asserts.
7. Monitor, maintain, record and report the proposed on-going collection of road usage data collected from each road counting device.
8. The position may liaise with external agencies and residents on specific issues.
9. Scheduled daylight & nighttime inspection of the Warren Airport

#### **Judgement & Problem Solving**

This position makes recommendations on the day-to-day operation of the Section and is required to:

1. Work in accordance with Council's policies and procedures.
2. Inspect infrastructure assets, make quantifiable assessments of condition and recommend appropriate type and levels of remedial work.
3. Recommend solutions of a technical & operational nature to the Divisional Manager Engineering Services as well as the other appropriate key Internal & external key contacts.
4. Continually review work methods where related to this position's work activities regarding best practice in productivity, environmental, quality and WH&S.

5. Identify problems and non-conformances in the delivery of work and legal requirements and ensure all problems and conflicts are resolved in a timely manner.
6. Investigate and provide relevant factual advice to the Divisional Manager Engineering Services as well as the other appropriate key Internal & external key contacts and other Council Staff and external clients as required.
7. Complete forms and prepare reports and make recommendations to the appropriate officer/officers.
8. Attend weekly planning meetings and keep the Engineering Services Management Staff aware of the state of the assets.
9. Undertake ongoing development and training considered by the Divisional Manager Engineering Services to be appropriate and necessary for the position and proposed technology changes.
10. Support the Divisional Manager Engineering Services as well as the other appropriate key Internal & external key contacts in their other duties

### **Specialist Knowledge and Skills**

This position makes recommendations on the day-to-day operational issues and is required to:

1. Report on the Quality, Environmental and WH&S systems relevant to the condition of the asset,
2. Ensure that the quality of work completed is carried out satisfying the requirements of the Divisional Manager Engineering Services as well as the other appropriate staff and the WH&S Officer.
3. Investigate and report on required remedial, corrective and preventative action to all incidents and non-conformances and complaints.
4. Inform the appropriate Officer of all emergencies or sites involving possible danger to staff and the public to ensure prompt and appropriate response.

### **Management Skills**

1. Keep and maintain a daily record of all works performed, site risk assessments, all incidents and accidents that arise including complaints, non-conformances, quality verification, reworks and job failures in accordance with procedure.
2. Be conversant with the asset management maintenance system and utilise this as an operational management tool to its fullest advantage.
3. Collect asset data, and validate information, as directed. Provide asset reporting document and computer input reports as requested.

### **Interpersonal Skills**

1. Ensure that all dealings with the public are consistent with Council's commitment and policies to providing a high level of customer service and satisfaction.
2. Respond in a timely and courteous manner to enquiries, complaints, non-conformances, incident reports and requests relating to the area of your responsibility.
3. Promote the image of Council in all matters pertaining to the Council and when carrying out your duties.
4. Assist the Divisional Manager Engineering Services as well as the other appropriate key Internal & external key contacts to prepare quotations and estimates for all internal and external works as directed.
5. Assist the Divisional Manager Engineering Services prepare periodic and annual reports detailing the state, condition and value of all assets relevant to the Works & Technical Services Operations.

## **Behavioural Competencies**

1. A demonstrated capacity to work well as part of a team
2. A proactive approach to managing issues and problems
3. A motivated and enthusiastic approach to work activities
4. Compliance to policy and procedures
5. Demonstrated initiative, flexible approach and enthusiasm including a willingness to respond to changes in work instructions and to learn new skills
6. An ability to impart knowledge
7. An ability to resolve conflict
8. Good interpersonal skills

## **Administrative/Technical/Trades Band 2, Level 2 (B2 L2)**

or

## **Professional/Specialist Band 3, Level 1 (B3 L1)**

**Authority and accountability:** Responsibility as a trainer/co-ordinator for the operation of a small section which uses staff and other resources, or the position completes tasks requiring specialised technical/administrative skills.

**Judgement and problem solving:** Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.

**Specialist knowledge and skills:** Positions will have specialised knowledge in a number of advanced skill areas relating to the more complex elements of the job.

**Management skills:** May require skills in supervising a team of staff, to motivate and monitor performance against work outcomes.

**Interpersonal skills:** In addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconcile different points of view.

**Qualifications and experience:** Thorough working knowledge and experience of all work procedures for the application of technical/trades or administrative skills, based upon suitable certificate or post-certificate-level qualifications.

# WARREN SHIRE COUNCIL

## Competencies and Skills

**Job Title:**            **Assets Technical Officer - Roads**

	Skill Obtained	
	Yes	No
<b>Grade 1</b>		
<b>Professional/Specialist Band 3, Level 1</b> A Tertiary Qualification in Civil Engineering allowing Graduate Membership to the Institution Engineers Australia or Full Membership (Graduate) Local Government Engineers Association of NSW or similar body. OR	<input type="checkbox"/>	<input type="checkbox"/>
<b>Administrative/ Technical/ Trades Band 2, Level 2</b> Sound knowledge and skills in civil engineering construction and maintenance work or a combination of substantial years of relevant experience, knowledge and skills sufficient to perform the duties and responsibilities of the position	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive experience in providing high-level administrative assistance and or relevant qualifications	<input type="checkbox"/>	<input type="checkbox"/>
Strong customer service focus with proven capability to deliver high quality service to internal and external stakeholders	<input type="checkbox"/>	<input type="checkbox"/>
Proven excellent interpersonal, written and verbal communication skills including the ability to negotiate and communicate with influence.	<input type="checkbox"/>	<input type="checkbox"/>
Proven ability to work unsupervised and take initiative in decision making process.	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of Quality, Environment and the (WH&S) Systems	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Equal Employment Opportunities (EEO)	<input type="checkbox"/>	<input type="checkbox"/>
Current NSW Class C Driver's Licence	<input type="checkbox"/>	<input type="checkbox"/>

<b>Grade 2</b>		
Knowledge and understanding of Maintenance Management Systems including the ability to use different types of interfaces to enter the data	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience in meeting contract operation and performance objectives	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated analytical and problem-solving skills.	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated basic knowledge and understanding of Council Protocols, Policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to effectively deal with difficult customers	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to research and analyse information and make recommendation based on findings	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and skills in the preparation and monitoring of planned works budgets	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and understanding of traffic counting equipment and associated software	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grade 3</b>		
Traffic Control Work Training – Prepare Work Zone	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and understanding of “Confirm” Asset Management software	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and understanding GPS equipment for asset collection or similar equipment	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and understanding of surveying equipment	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grade 4</b>		
Proven ability to prioritise and complete multiple tasks requiring attention to detail and accuracy in a high-volume work environment with competing deadlines.	<input type="checkbox"/>	<input type="checkbox"/>
Current NSW Class HR Driver’s Licence	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and understanding of AutoCAD software	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and understanding GIS software (e.g. MapInfo)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grade 5</b>		
Aerodrome Works Safety Officer or Reporting Officer	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated intermediate knowledge and understanding of Microsoft office portfolio	<input type="checkbox"/>	<input type="checkbox"/>
Development of reports, memorandum, letters, correspondence or policy/procedure of a complex nature	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to coordinate web/public based information	<input type="checkbox"/>	<input type="checkbox"/>
Sound knowledge and commitment to Equal Employment Opportunity (EEO) principles	<input type="checkbox"/>	<input type="checkbox"/>
Sound knowledge and commitment to Quality, Environment and the (WH&S) systems and issues relevant to the position	<input type="checkbox"/>	<input type="checkbox"/>

***SCHEDULE 3***

***Employment Application Form***

***Asset Technical Officer - Roads***

# Employment Application Form

## Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

## Personal Details \* Required Fields

First Name*	Last Name*
E-mail*	
Phone*	Mobile
Street Address*	Postal Address*
City, Town, Suburb*	Postcode*
Country*	State*

## Questions

<p>1. Please indicate your eligibility to work in Australia*</p> <ul style="list-style-type: none"><li>a. Australian/New Zealand Citizen</li><li>b. Permanent Resident</li><li>c. Current Visa including Visa Class and duration (expiry date)</li><li>d. None of the above</li></ul>
<p>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions</p>
<p>3. Have you read and understood the position description and the requirements for the position that you are applying for? *</p> <ul style="list-style-type: none"><li>a. Yes</li><li>b. No</li></ul>
<p>4. Have you ever previously been employed by Warren Shire Council? *</p> <ul style="list-style-type: none"><li>a. Yes</li><li>b. No</li></ul>

**5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) \***

**6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate\***

**7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? \***

- a. Yes
- b. No

**8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government\***

**Attach certified copies of all relevant documentation to this application\***

**9. What Class of motor vehicle driving licence do you hold? \***

- a. None
- b. Class C
- c. Class LR
- d. Class MR
- e. Class HR
- f. Class HC
- g. Class MC
- h. Other (please explain)

**State of Issue:**

**Expiry Date:**

<p><b>10. Do you hold a SafeWork NSW Construction Induction (White Card) or equivalent? *</b></p> <p>a. Yes (Number on Card)</p> <p>b. No</p>
<p><b>11. Have you had experience working in a team environment? *</b></p> <p>a. Yes</p> <p>b. No</p>
<p><b>12. If you answered Yes to the above question, please detail your experience including examples*</b></p>
<p><b>13. Excellent Time Management, Customer Service, and Conflict Resolution skills are essential in this role. Provide actual examples of your experience of these skills*</b></p>
<p><b>14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data.</b></p> <p><b>Are you Male or Female?</b></p> <p>a. Male</p> <p>b. Female</p>
<p><b>15. Do you identify as Aboriginal or Torres Strait Islander?</b></p> <p>a. Yes</p> <p>b. No</p>
<p><b>16. Is English the primary language spoken at home?</b></p> <p>a. Yes</p> <p>b. No</p>

**17. Do you have a disability?**

**a. Yes**

**b. No**

**18. If you answered Yes to the question above, please state what support or assistance you require in order to help through the recruitment process.**

**19. Have you ever been a serving full-time member of the Australian Defence Force, or a reservist on continuous full-time service?**

**a. Yes**

**b. No**