

ASSET OFFICER - BUILDINGS



POSITION DESCRIPTION

1. ORGANISATIONAL RELATIONSHIP

Reports to:	Manager Assets and Engineering
Department:	Infrastructure
Title:	Asset Officer - Buildings
Classification:	Level 5
Position Location:	Kununurra Administration Office (20 Coolibah Drive, Kununurra)
Supervises:	Facilities Maintenance Officer
Internal Liaison:	All Shire staff
External Liaison:	Local, State and Federal Government Departments General Public Contractors, Subcontractors and other stakeholders.
Extent of Authority:	Works within the confines of standards and procedures under the supervision of the Manager Assets and Engineering.

2. POSITION OBJECTIVE

Reporting to the Manager Assets and Engineering, this position undertakes a number of activities, predominantly building asset management, including data collection, register updates, condition inspections and assessments, risk assessments, data audits and creation of renewal programs for forward planning.

This position is also responsible for providing general technical advice contributing to the effective coordination of Shire adopted programs, processes and systems for best practice asset management at the Shire of Wyndham East Kimberley.

3. KEY RESPONSIBILITIES

The 'Asset Officer – Buildings' is primarily responsible for:

- Managing Council's building asset management processes by providing administrative, operational and technical support in relation to all of Council's building assets and assisting to determine the most efficient and economical use and maintenance of Council's building assets;
- Arranging general day-to-day and routine maintenance of Council controlled buildings;
- Implementing and arranging cyclic inspections, assessments and data pickup for various building assets;
- Liaising with community groups or lease holders to undertake asset inspections as required and working with other Shire officers to coordinate such inspections;
- Assisting in the development and review of building asset management planning based on a level of service approach for development of maintenance planning, replacement programs and whole of life costings;
- Assisting in the development and review of Asset Management Plans of which incorporate asset improvement strategies for each asset class including asset renewal, retirement and capital expansion. Plans are to be based on a continuous improvement approach for

relevant asset groups within the Shire and utilise financial modelling based on current data maintained within the Shire's asset management system;

- Assisting in the development of 5-10 year asset management plans for buildings based on collected data and considering whole of life costs in conjunction with the Shires financial team;
- Implementing Council approved 5 year asset management plans for buildings in accordance with budgetary controls, Australian standards, and any relevant and appropriate guidelines;
- Assisting in the development, review and maintenance of relevant Shire systems, procedures and controls within the function of asset management (including collecting and inputting data and asset condition assessments, and ensuring systems comply with current financial reporting requirements);
- Assisting in the revaluation of assets to meet the requirements of the Asset Valuation cycle, and assisting the Corporate Services Directorate to determine valuations for appropriate asset financial reporting requirements;
- Any other duties as directed by the Manager Assets and Engineering and/or line management within known skills, knowledge and capabilities.

4. SKILLS, KNOWLEDGE, ATTRIBUTES AND EXPERIENCE

Essential:

- Proficiency in the Microsoft Office suite of products and related software including computerised accounting systems;
- Demonstrated experience in the operation and management of asset management systems including RAMM and the operation of GIS computerised mapping systems;
- Working knowledge of the requirements of AAS27 and asset valuation and depreciation;
- Strong interpersonal and communication skills with the ability to communicate effectively to stakeholders regarding project deliverables and expectations;
- Well-developed time management and organisational skills and ability to establish individual priorities; and
- Ability to travel between town sites within the Shire boundaries.

Desirable:

- Demonstrated initiative and the ability to resolve problems and negotiate appropriate outcomes;
- Knowledge or experience using IT Vision SynergySoft; and
- Previous experience in a similar Local Government role.

5. QUALIFICATIONS/LICENCES

Essential

- Tertiary level qualification/s in Property Services (Asset and Facility Management) and/or related fields and/or equivalent industry experience; and
- Current unrestricted WA "C" Class Driver's Licence.

Desirable

- Current Work Health and Safety General Construction Induction card (WA).

6. AUTHORISATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Signing this position description indicates agreement and acceptance of the contents and conditions.

Employee Name:	
Employee Signature:	
Date:	

(to be signed by occupant upon appointment to position or amendment to Position Description)