

Position Description

POSITION TITLE:	Trainee Assets Officer
DEPARTMENT:	Engineering Services
SECTION:	Assets
CLASSIFICATION:	Band 1 Level 1
REPORTS TO:	Manager Assets
DATE OF LAST REVIEW:	4 December 2024

PURPOSE OF THE POSITION

To assist the management of Council's asset portfolio, assist delivery of capital and maintenance projects that are associated with the repairs, maintenance and capital improvements to Council's buildings and other structures, and to assist coordinating volunteers through Section 355 committees of Council.

SELECTION CRITERIA

Essential

1. Interest in asset management.
2. Interest working in local government.
3. Excellent organisational and time management skills.
4. A high level of interpersonal skill, including the ability to communicate effectively (both verbally and written).
5. Competent in the use of Microsoft Word and Excel.
6. A commitment to safety, customer service, teamwork and workplace equity and diversity.
7. Analytical and problem-solving skills and attention to detail.

Desirable

8. Current drivers licence or willingness to obtain.
9. Construction Induction Training Card (White Card) or willingness to obtain.
10. Local government experience.
11. Building or construction-related trade experience.
12. Knowledge of asset management principles.
13. Knowledge of the Building Code of Australia.
14. Knowledge of sustainable building or construction practices.

KEY RESPONSIBILITIES

- Undertake project management (under supervision) for maintenance and capital projects.
- Undertake data collection, inspections and condition assessments of Council infrastructure assets.
- Arrange for engineering designs, contract documentation and estimates for building maintenance, refurbishment and construction projects.
- Prepare quotes and estimates for works.
- Procure the services of contractors through tender or quotation.
- Supervise contractors and ensure compliance with contract, WHS and Council policies.
- Coordinate volunteer workers and ensure compliance with Council policies and WHS requirements.
- Consult with section 355 committees to plan renewal of assets.
- Receive, record and respond to requests for building maintenance including but not limited to repairs, cleaning and air conditioning.
- Assist in preparation and update of asset management plans.
- Assist in the preparation of annual maintenance schedules and capital works programs for infrastructure assets.
- Respond to enquiries, requests and complaints from customers (internal and external), provide accurate information and arrange suitable action as necessary.
- Liaise with service authorities such as energy and telecommunications service providers and SafeWork NSW.
- Assist with the day to day tasks within primarily the Assets section or other section as directed.

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none"> Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm. Participate in development of safe work methods and risk assessments with your supervisor when required. Actively participate in WHS inductions and training when required. Wear personal protective equipment (PPE) in the prescribed manner and when specified. Participate in workplace inspections if required. Take care of any plant or equipment of any kind, including computer and other telecommunication devices. Participate in emergency preparedness training, including any required knowledge for business continuity plans. Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. Report all injuries/illnesses to the General Manager (or delegate) immediately. If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES

- Satisfactory progression through approved study and training program.
- Satisfactory development and application of technical asset management, building and construction knowledge.
- Enquiries, reports, investigations and correspondence are acted upon within an acceptable time.
- Projects are completed on time and within budget.
- Satisfactory development and application of knowledge in relation to statutory and legislative requirements relevant to Council operations.
- A positive image of Council perceived in the workforce and community.
- Compliance with the requirements of the Work Health and Safety Act.
- Minimal duplication of duties.
- Efficient utilisation of resources.

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning.
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest.
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives.
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity.
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community.
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: