



Position Description

Position Title:	Senior Engineering Assets Officer	Reports to:	Coordinator Engineering Maintenance
Directorate:	Infrastructure	Supervises:	Nil
Branch:	Engineering Services	Classification Level:	7 (LGO)
Location:	Operations Centre		

Role summary

Provide high level technical asset and project specific support to the Coordinator Engineering Maintenance and Engineering Services.

What you are responsible for

Projects

- Ensure the annual and long-term management of the City's bridges are to appropriate standards in conjunction with Main Roads WA, including proactively seeking external funding.
- Prepare and monitor the annual external road grant funding to ensure that the City maximises external grant funding
- Coordinate in conjunction with the Capital Program Advisor and Coordinator Engineering Maintenance the updating of the engineering asset renewal within the 5 Year Capital Works Plan.
- Investigate and provide appropriate responses to the community for requests for new paths and road upgrades using the City's criteria for selection and programming these projects accordingly.
- Provide technical advice and coordinate the City's response to service providers and their contractors around the City's requirements for road and pavement reinstatements, including attending site meetings and arranging practical completion approvals from the City
- Investigate and identify solutions to concerns raised by the community, Councillors, management or other officers in relation to engineering infrastructure and make recommendations to the Manager Engineering Services on actions to be taken.
- Assess and make recommendations on applications submitted to the City for restricted access vehicle (RAV) routes
- Utilise RAMM and GIS software to perform spatial queries, mapping and data extracts

Financial management

- Process timely submission of recoups for all engineering grants
- Provide annual budget support to the Coordinator Engineering Maintenance and monitor expenditure and budgets for individual projects assigned

Engagement

- Attend and respond to enquiries from customers, industry professionals and ratepayers in an appropriate and professional manner and to organisational requirements.
- Use initiative to respond to issues of a political or sensitive nature.
- Contribute to the resolution of problems to maintain an effective working environment.
- Develop and coordinate effective collaborative relationships with external service providers, government and community organisations.
- Demonstrate commitment to working both individually and as part of the Infrastructure Directorate team to achieve the strategic goals for the branch, conducting consultation with the community regarding property related matters, including the preparation of reports outlining the results of community engagement.
- Undertake customer focused engagement with internal and external stakeholders (including the Elected Members and the community) to ensure relevant parties are involved in decision making.
- Develop and maintain effective working relationships with internal and external stakeholders.

Strategic Planning and Research

- Identify and research strategic projects, ensuring benefits for the City and community are assessed and reported in a balanced manner.
- Support the Coordinator Engineering Maintenance and Manager Engineering Services with change management within the Branch and assist in initiating new procedures to improve work practices.
- Work effectively to portray the City's strategic objectives to the wider community.

Other

- Embody the City's values and abides by all applicable legislation, policies, procedures and the Code of Conduct.
- Carry out work in a safe and responsible manner in line with Work Health and Safety legislation, policies and procedures.
- Other duties as required.

Essential experience, capabilities and qualifications required to fulfil the role.

- **Technical knowledge:** Demonstrated knowledge and experience in municipal engineering project planning and implementation. Diploma or higher qualification in Civil Engineering or equivalent.
- **Achievement of outcomes:** Ability to prioritise, monitor and coordinate competing workloads within the team to achieve the required outcomes within nominated timeframes.
- **Problem solving skills:** Ability to analyse and resolve complex problems and to present clear and concise recommendations.
- **Attention to detail:** Ability to consistently perform tasks with a high degree of accuracy.
- **Communication skills:** Demonstrated high level written and verbal communication skills.

Appointment conditions

- Driver's Licence
- National Police Certificate

Director

Infrastructure

Signature

Date

16 April 2025



Teamwork • Communication • Innovation • Customer Focus • Integrity