



Position Description

POSITION TITLE:	Manager Assets
DEPARTMENT:	Engineering Services
SECTION:	Assets
CLASSIFICATION:	Band 3 Level 4 Grade 20
REPORTS TO:	Director Engineering Services
DATE OF LAST REVIEW:	27 JULY 2026

PURPOSE OF THE POSITION

- Manage and direct the operational areas of asset management and buildings.
- Provide leadership, motivation and direction to staff within the section.
- Provide professional advice and expertise to Council within areas of responsibility.
- Develop and maintain an asset management strategy and system for all Council's physical assets that incorporates recommended service levels and long-term programs for rehabilitation and maintenance of those assets.
- Plan and fund the Council's infrastructure and service's needs.
- Preparation of asset data for revaluation purposes.

SELECTION CRITERIA

Essential

1. Degree in Civil Engineering, or equivalent
2. Current drivers licence
3. Extensive post-graduate experience relevant to the role
4. Experience at a senior management level
5. High-level interpersonal skills including the ability to communicate effectively (both verbal and written) with all levels of a multi-disciplined organisation and a diverse community
6. NSW WHS Construction Induction Certificate
7. Demonstrated computer skills
8. Demonstrated experience and ability in asset management systems and processes, including all associated legislation, codes, guidelines and Standards

Desirable

9. Knowledge and experience in predictive and deterioration modelling, risk analysis and life cycle costing
10. Post Graduate studies in Asset Management
11. Demonstrated knowledge and experience in asset management, including experience conducting field/site investigations to record and assess an assets condition or life expectancy
12. Demonstrated skills, knowledge and experience in project and/or contract management.
13. Fleet management experience.

KEY RESPONSIBILITIES

Asset management planning

- Prepare an asset management strategy which includes an asset management policy and asset management plans for all Council's physical assets.
- Develop and implement appropriate management policies and service levels.
- Develop and maintain effective budget and asset management programs.
- Contribute to the corporate planning process relating to the analysis, valuation and planning of long-term assets and infrastructure options to satisfy community needs.
- Develop, implement and maintain asset management systems.
- Assist with the development and implementation of Section 94 infrastructure plans.
- Assist development of annual works programme for assets.
- Propose capital works programmes

Facilities Maintenance

- Oversee the coordination of maintenance on all Council buildings,
- Manage and/or oversee construction projects to ensure that projects are delivered on-time, in-budget and to agreed standards.
- Seek to reduce expenditure on energy costs and similar recurring charges by creating efficiencies and using new technologies and techniques
- Engage and manage external contractors for cleaning of Council buildings and public amenities
- Manage the staff and resources allocated by Council for building maintenance;

Customer Service

- Effectively liaise and communicate with external organisations and stakeholders including sports ground and hall facility management committees
- Respond to telephone and counter enquiries
- Prepare replies to correspondence
- Investigate complaints and problems received from the public
- Monitor response times and actions in the customer request system

Staff management

- Manage staff and resources allocated by Council for all asset management functions
- Lead and motivate staff to maintain a high-quality level of service delivery to all Council's customers and clients.

Administration

- Develop and manage systems, policies, procedures, guides, tools, forms and reporting requirements.
- Produce management reports as required
- Prepare annual and quarterly budgets
- Manage contracts and procurement processes
- Manage the insurance portfolio for fleet, plant and buildings

Disaster Management

- Undertake duties as a Deputy Local Government Emergency Management Officer off associated with the Local Emergency Management Officer role and responsibilities
- Attend disaster management meetings
- Attend EOC (Emergency Operations Centre) during an emergency
- Assist with disaster management, recovery documentation and programs

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	• 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 a 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.
Fraud Prevention	Promote awareness of fraud and corruption prevention. Ensure all staff complete fraud training appropriate to their responsibilities, discuss developments and reinforce policy at team meetings.

OUTPUT MEASURES

- Effective and efficient achievement of all budget, plan, policy and operational objectives.
- Completion of programs within budget and timeframe
- Completion of correspondence, reports and investigations within acceptable timeframe
- Positive image of Council is promoted
- Efficient utilisation of resources
- Completion of asset capitalisation for disposal and additions
- Completion of revaluation and indexation of asset classes by 30 June.
- Special Schedule 7 completed by the third Friday of August each year

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
Leadership	Engage and motivate staff, develop capability and potential in others and champion positive change

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: