



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# POSITION DESCRIPTION

## Asset Management Coordinator



1. **TITLE and POSITION NUMBER:** Coordinator Asset Management (075)
2. **LEVEL:** Level 7/8 as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent
4. **DEPARTMENT/SECTION:** Engineering Services

5. **POSITION OBJECTIVES**

The Coordinator Asset Management (CAM) is responsible to the Executive Manager Infrastructure Services (EMIS) for the provision of organisation wide asset management, technical services, project management and support. They collaborate with all stakeholders within the organisation to help implement an asset management approach towards managing infrastructure, and work side by side with the Building Maintenance Officer to ensure that Shire facilities are well maintained and capital works are strategically planned and budgeted for.

The CAM will contribute to the development and maintenance of the Asset Management Plans, Strategies and Framework, including data collection and development of operational plans and strategies for the Shire. They will also support the management of projects throughout the organisation and participate in budget development and reviews, while maintaining effective communication and the highest standard of confidentiality.

6. **REQUIREMENTS OF THE POSITION**

**EXPERIENCE, KNOWLEDGE and SKILLS**

- Experience in planning, development and implementation of projects across a range of fields.
- Ability to facilitate and encourage teamwork to deliver projects and outcomes for and on behalf of the Shire.
- An understanding of Local Government financial management and procurement processes and practices.
- Experience in administrative tasks, including proficient use of technology, particularly the Microsoft Office suite of programs.
- Knowledge and awareness of Workplace Health and Safety and Risk Management.
- Ability to develop and implement workplace procedures relating to the management of Assets.
- Ability to provide appropriate advice to internal and external stakeholders whilst maintaining relationships and responsibility for operational oversight for assigned activities.

**QUALIFICATIONS**

Tertiary qualifications related to Asset Management or Project Management, or substantial experience in a trade/construction environment resulting in similar level of skills and knowledge.

## 7. KEY DUTIES/ RESPONSIBILITIES

- Support and promote the culture and values of the Shire of Merredin evidenced through personal commitment, personal behaviour, language and the achievement of results.
- Coordinate the development of operational Asset Management Plans (AMP's) across all assets classes, including completing action plans, document management and storage according to Shire policy and practices.
- Aid in the implementation of action plans as outlined in the Asset Management Plans.
- Assist in the review and monitoring of levels of service and operational risk management across all AMP's.
- Assist with the completion of annual surveys and compliance reporting, requiring Shire asset data.
- Assist with the review and implementation of work programs, maintenance plans and financial plans.
- Assist in developing and formalising Asset Management operational policies, procedures, and work instructions.
- Arrange/ undertake condition assessments of Shire infrastructure as directed by the Executive Manager.
- Be responsible for achieving high technical quality in all works undertaken.
- Monitor and report on relevant expenditure and income accounts including grant accounts and acquittals, within authority level.
- Assist with the yearly budget process, including Fees and Charges justifications, preparation of operating and capital budget estimates and life cycle costing of assets.
- Use of internal administration systems for all administration requirements and requested reports.
- Constantly seek to improve all administrative and financial procedures, ensuring they are effectively carried out in accordance with the Shire's of Merredin's established guidelines and standards.
- Undertake project work as directed by the EMIS or Chief Executive Officer.
- Assist in the creation of project charters for new projects, as directed by the EMIS and Chief Executive Officer.
- Assist with responding to customer requests, working with the Shires outside crew and Building Maintenance Officer to implement and deliver works.
- Assist in the management of all Shire fleet including maintenance, replacement, licensing and disposal.
- Assist with the review and approval of traffic management plans, including responding to requests.
- Assist in contract management works as directed by the EMIS.
- Provide assistance to the Infrastructure Services division as directed by the EMIS.

## 8. ORGANISATIONAL RELATIONSHIPS

**Responsible to:** Executive Manager Infrastructure Services

**Supervision of:** Nil

## **Internal and External Liaison**

**Internal:** Chief Executive Officer  
Executive Manager Infrastructure Services  
Other Executive Managers  
All other Managers and Staff  
Councillors

**External:** Contractors  
Consultants  
Community Members

### **9. EXTENT OF AUTHORITY**

Operates under the direction of the Executive Manager Infrastructure Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation.

Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

### **10. SELECTION CRITERIA**

#### **Essential**

- Secondary qualifications related to Asset Management or Project Management, or substantial experience in a trade/construction environment resulting in similar level of skills and knowledge.
- A basic understanding of asset management practises, forward planning process, and customer service delivery.
- A basic understanding of Workplace Health and Safety and statutory requirements;
- Use of critical skills to creatively resolve complex problems.
- Sound oral and written communication.
- Sound computer skills;
- A high commitment to excellence in customer service;
- Ability to promote teamwork amongst staff and work collaboratively with others.
- Current WA 'C' Class Drivers Licence.

#### **Desirable**

- Knowledge of Local Government policies and procedures.
- Experience using AutoCAD or similar CAD software.
- Experience with Synergy Soft or other enterprise software.
- Experience using GIS and mapping software.

### **11. CONDITIONS OF EMPLOYMENT INFORMATION**

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination, including Drug Test, as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.

- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022* along with the Shire’s Work Health and Safety Policy.
- All staff must understand and comply with the Shire Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<b><i>Current Employee</i></b>	Employee Signature:	Date:
<b><i>Current Manager</i></b>	Manager Signature:	Date:
<b><i>Chief Executive Officer</i></b>	CEO Signature:	Date: