

POSITION DESCRIPTION



Date: 19 May 2025

1. Position Identification

Title:	Coordinator Asset Management				
Position Number:	PE.RE.138	Level:	8	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Operational and Infrastructure Services				
Section:	Engineering				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Manager Asset and Engineering.
No of Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Manager Asset and Engineering, the role will coordinate development and ongoing maintenance of asset management plans and improvement of the long-term asset management of the Shire's infrastructure.

The role will also have operational components: issuing maintenance work requests, reporting, undertaking technical and project related investigations, asset condition monitoring, conceptual planning and financial analysis for assessment, design, development, maintenance, renewal, upgrade and new works relating to assets.

5. Key Objectives

The primary outcomes of this position type include:

- Working collaboratively to establish, maintain and implement Shire's Asset Management Plans, including assets maintenance and renewal plans.
- Develop and maintain annual asset management plans budgets.
- Oversee, monitor and report delivery of Asset Management Plans.
- Establish and maintain Shire Asset Register.
- Manage Shire asset planning and delivery function by using ASSET & WORK MANAGER (formerly RAMM) and other digital and non-digital systems.
- Acts as custodian of ASSET & WORK MANAGER system.
- Issuing and tracking Work Requests related to maintenance and renewal plans.

6. Key Responsibilities

- Develop Shire's Annual Asset Maintenance and Renewal plans using agreed Level of Service criteria and assign those plans to Works group for execution.
- Establish operational and capital works budgets.
- Create Shire asset classes hierarchal structure in the ASSET & WORK MANAGER system that is aligned with Asset Management Plans.
- Conduct weekly coordination's meeting with Coordinator Works to monitor delivery.
- Manage Shire's asset condition monitoring process.
- Analyse and assess asset inspections results, decide on corrective actions based on criteria and issue work orders to Coordinator Works.
- Contribute to long term asset planning, including updating of asset management plans, project charters and analysing and arranging asset condition information and corrective actions.
- Follow the procurement process in the contractual engagement and management of consultants and contractors through quotes, formal request for quotes or tenders within level of approval. This includes specification development, review, evaluation, award, contract management, defects rectification and handover
- Transcribe data into the Shire's file management system for technical planning matters and other related items as necessary.
- Initiate correspondence and prepare reports on Technical Services matters in areas of responsibility.
- Manage Customers and Public requests as appropriate to address issues related to assets, including assigning Work Requests to Works group for corrective actions.
- Maintain a strong customer service culture, ensuring a service delivery approach that is responsive within reasonable timeframes to address the issues and requests of stakeholders, ensure customer service activities are professional and that all correspondence is dealt with in a professional and timely manner.
- Manage Work Requests record in Work Management module of ASSET & WORK MANAGER system.
- Manage projects as required.
- Ensure a high level of record keeping is maintained in both Synergy and the ASSET & WORK MANAGER system.
- Manage ASSET & WORK MANAGER system and implementation for Shire Asset Management.

Financial and Budgeting Responsibilities

- Assist Manager Asset and Engineering with the long-term budget process including preparation of operating and capital budget estimates and life cycle costing of assets.

- Track and maintain budgets of asset management plans, assigned projects and operational tasks.

Other Duties

- Performs other duties within the scope of the position as required.

7. Risk Management and Workplace Health and Safety

- Participate, contribute, and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.
- Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Essential

- Tertiary qualification in engineering, asset management, project management or similar.
- Previous experience within a local government, public service provider, consultancy or contracting environment.
- Experience in managing computerised asset management systems such as the ASSET & WORK MANAGER (formerly RAMM) digital system.
- Previous experience in Asset management and/or project management and/or contract management.
- Previous experience in tendering and completing request for quotes for works and services.
- Ability to create, read and explain detailed engineering drawings.
- Highly developed interpersonal skills, including written and oral communications, customer service, decision making that will enable positive and effective interaction with stakeholders.
- Highly developed self-management, organisational and time management skills.
- Well-developed skills in the use of computer software packages (Microsoft office, Synergy, GIS systems and drafting software).
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- Degree qualified in Civil Engineering (or similar majors as recognised by Engineers Australia).
- Experience with survey data collection and processing (RTK GPS)

Mandatory Requirements

- Hold a current national "C" class driver's licence.
- Valid Australian Work Rights.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.