

# POSITION DESCRIPTION



Date: 17 February 2026

## 1. Position Identification

<b>Title:</b>	Coordinator Asset Management				
<b>Position Number:</b>	PE.RE.138	<b>Level:</b>	8	<b>Agreement:</b>	Shire of Exmouth Industrial Agreement 2025
<b>Department:</b>	Operational and Infrastructure Services				
<b>Section:</b>	Engineering				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	Manager Asset and Engineering.
<b>No of Direct Reports:</b>	Nil
<b>Important Internal Relationships</b>	Manager Works Finance

## 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

## 5. Primary Outcomes

The primary outcomes of this position include:

- Coordinating the development, implementation, and ongoing review of the Shire's Asset Management Plans, including maintenance and renewal plans.
- Establish and maintain Shire Asset Register, including ensuring accurate, reliable asset data and reporting to support informed decision-making.
- Support and foster effective delivery of maintenance, renewal, and capital works programs through coordination with relevant teams and staff.
- Support sustainable, long-term asset management outcomes aligned with agreed Levels of Service and organisational priorities.
- Acts as custodian of relevant Asset Management and ERP systems within the organisation.

## 6. Key Responsibilities

### **Asset Management Planning & Systems**

- Coordinate, maintain, and implement the Shire's Asset Management Plans, including asset maintenance and renewal plans.
- Assist in the development of the Shire's Annual Asset Maintenance and Renewal plans using agreed Level of Service criteria in collaboration with relevant staff.
- Maintain asset class hierarchal structure in relevant systems, that align with Asset Management Plans.
- Monitor and program the delivery of both scheduled and reactive maintenance tasks to assist in delivering Asset Management Plans
- Implement the Shire's asset condition monitoring processes.
- Analyse and assess asset inspections results, liaise with relevant internal staff to determine corrective actions based on criteria, and issue work orders to relevant teams.
- Initiate correspondence and prepare reports on Technical Services matters in areas of responsibility.
- Manage the Shires Asset Management systems and assist with the implementation of the Shires Asset Management objectives.
- Contribute to long-term asset planning, including updating Asset Management Plans, project charters, and asset condition data.
- Assist with conceptual planning and financial analysis to support asset lifecycle decision-making.

### **Systems, Processes & Continuous Improvement**

- Lead and support the implementation of asset management systems, modules, and tools across operations, ensuring effective adoption by relevant teams.
- Review, develop, and improve asset management processes and workflows to enhance efficiency, consistency, data quality, and service delivery outcomes.
- Work collaboratively with Works, Engineering, Finance, and ICT to embed systems and process improvements across operational activities.
- Assist in developing and reviewing procedures, guidelines, and user documentation to support consistent use of asset management systems.
- Monitor system performance and data integrity, implementing corrective actions where required to improve accuracy and reliability.
- Support change management activities associated with new systems and process improvements across the organisation.

### **Procurement & Contracts**

- Support procurement and contract management activities associated with relevant projects and responsibilities in accordance with the Shire's procurement policy and procedures, including:
  - Specification development
  - Request for quotes or tenders
  - Evaluation and recommendations
  - Ongoing contractor management as required

### **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 associated with asset management plans, assigned projects and operational tasks.
- Provide feedback and reporting on asset program delivery to relevant teams and staff.

### **Customer Service & Stakeholder Engagement**

- Maintain a strong customer service culture, ensuring asset-related enquiries and requests are addressed professionally and within reasonable timeframes.
- Liaise effectively with internal stakeholders, contractors, consultants, and the community regarding asset-related matters.

### **Other Duties**

- Performs other duties within the scope of the position as required.
- Ensure record keeping is maintained and adhered to as required by policies, procedures and legislation.

## **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**

### **Mandatory Requirements**

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

### **Essential**

- Demonstrated ability to provide administrative and coordination support for asset, maintenance, or project activities, including record keeping and document control.
- Ability to work with asset management, GIS, and corporate systems, with capacity to quickly learn new software and processes.
- Experience supporting procurement and contractor processes, including preparing quotes, tenders, and

related documentation.

- Ability to interpret basic plans and technical documents to support asset records and works coordination.
- Strong communication and customer service skills, with the ability to liaise effectively with staff, contractors, and stakeholders.
- Well-developed organisational, time management, and attention-to-detail skills, with the ability to manage multiple priorities.
- Commitment to teamwork and demonstrating organisational values.

#### **Desirable**

- Experience working in a local government or infrastructure-related environment.
- Familiarity with asset management or works management systems and/or GIS platforms.
- Exposure to project, contract, or maintenance administration processes.
- Relevant qualification or training in administration, asset management, or a related field.

*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.*