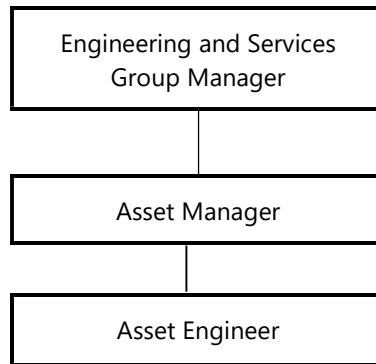


POSITION DESCRIPTION



Job Title:	Asset Engineer
Responsible To:	Asset Manager
Responsible For:	Nil Staff
Position Purpose:	<p>This job exists to:</p> <p><i>“Assist in developing and implementing asset management plans, strategies, policies, systems, and providing technical advice for roading, three waters, solid waste and fleet assets, and assurance that these are aligned to national and regional standards and requirements.</i></p> <p><i>Carry out core asset management functions and support the development and implementation of asset management practices across the organisation”</i></p>
Date:	February 2024

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

Residents and ratepayers
Council customers
Waka Kotahi
BOPRC
District Councils
Consultants and Contractors

Internal

All staff
Elected Members

KEY RESULT AREAS

The position of **Asset Engineer** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>Asset Management Policy, Strategy and Plans.</p> <ul style="list-style-type: none"> • Assisting with the development and review of asset strategies and policies for the management of assets within roading, three waters, solid waste and fleet portfolios. • Assist in developing and managing asset systems and databases. • Oversight of inventory data capture of assets. • Assisting to develop 3 and 10 year capital and operational programmes and works for Council and NZ Transport Agency purposes. • Collaborating with operations staff to implement and achieve industry benchmarks, performance targets and best practice methodologies. • Developing and maintaining asset/activity management plans • Developing and implementing Asset management Plan (AMP) improvement tasks 	<ul style="list-style-type: none"> • Strategy and policy advice is well researched accurate and achieves community outcomes. • Asset Management systems are developed, updated, and maintained. • Capital/renewal projects (i.e. additions and disposals) have been entered into asset management systems accurately and within required timeframes. • Benchmarks and levels of service have been set up, recorded, and reported appropriately. • Asset Management improvement tasks have been completed and maintained accurately. • Asset Management Plans are accurate and up to date.
<p>Monitoring</p> <ul style="list-style-type: none"> • Monitoring operations and capital programmes to assess the achievement of Council and NZ Transport Agency strategies and objectives. 	<ul style="list-style-type: none"> • Reports provided to Asset Manager, Programme Manager, Operations Manager and ESGM are accurate, up to date and meet strategy and objective requirements.
<p>Technical Advice and Support</p> <ul style="list-style-type: none"> • Providing advice on policy and strategy in relation to roading, three waters and solid waste and fleet assets. • Investigating complaints and requests from internal and external parties and provide written responses and reports as required. • Producing reports to Council and management as assigned by manager. • Presenting reports to Council as required. • Provision of input into the development of bylaws. • Develop TMP's for roading construction works. • Processing of Corridor access requests. • Assess the integrity and quality of roading construction works. • Assess road construction works health and safety and compliance with TMP's. 	<ul style="list-style-type: none"> • Advice is accurate, meets requirements and provided within required timeframes. • Investigations are comprehensive, professional, and timely. • Reports are well researched, accurate, complete and within required timeframe. • Reports are presented in a professional manner. • Bylaws are monitored and updated as required. • Responses to requests for service are completed in a timely manner and populated appropriately. • Corridor access requests are approved within timeframes. • Constructions works are completed to a good standard of safety. • Corridor access and TMP issues are advised and recorded.

<p>Financial input</p> <ul style="list-style-type: none"> • Undertake the annual asset capitalisation and valuation processes. • Prepare budgets for LTP, Annual Plan and project works. • Monitoring budgets versus expenditure 	<ul style="list-style-type: none"> • Work is completed and Asset registers have been updated in a timely manner. • Delegated activities are within budget. • Council reporting requirements, including exception reporting, quarterly reporting and annual report are met.
<p>Relationships/communication</p> <ul style="list-style-type: none"> • Representing Council at appropriate technical and operational working groups • Representing Council at appropriate events, meetings, and conferences • Ensuring the relationship between the Council and its key external stakeholders is positive and constructive. • Building effective relationships with the other staff across Council 	<ul style="list-style-type: none"> • Engagement with working groups is maintained and tasks are actioned in a timely manner • Customers are satisfied and feedback is complimentary. • Relationships with key decision-makers and opinion leaders in the community is positive and constructive. • Communications material is well managed, accessible, and filed appropriately.
<p>Personal Development</p> <ul style="list-style-type: none"> • Developing and maintaining professional knowledge and contacts. 	<ul style="list-style-type: none"> • Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks. • Attend training opportunities relevant to position and the Council.
<p>Health and Safety</p> <ul style="list-style-type: none"> • Taking all reasonable care to ensure the health and safety of yourself and others. • Complying with Ōpōtiki District Councils Health and Safety Policy and Procedures and any other reasonable instructions 	<ul style="list-style-type: none"> • Events, near misses and injuries are reported in accordance with organisations requirements. • Engage in and promote health and safety in your team and related work areas.
<p>Civil Defence</p> <ul style="list-style-type: none"> • Undertaking necessary training to ensure preparedness for Emergency Management. 	<ul style="list-style-type: none"> • Support is provided during an emergency.

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your manager.

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

- Relevant tertiary qualification, preferably in civil engineering.
- A minimum of 5 years' experience.
- Experience in Infrastructure Asset Management and Asset Management Plans
- Experience in work programme development
- Good understanding of RAMM
- Confident with GIS systems and Microsoft Office Suite, in particular excel.
- Experience in financial management and budget control
- Able to adapt quickly and confidently to new systems, and processes.
- Strong relationship management and interpersonal skills.
- Demonstrated time management and prioritising abilities.
- Current drivers licence

Manager

Date

Position Holder

Date