



# POSITION DESCRIPTION

Asset Engineer

## ASSET ENGINEER

<b>POSITION TITLE:</b>	Asset Engineer
<b>POSITION NUMBER:</b>	3037
<b>AWARD:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>AWARD CLASSIFICATION:</b>	6 Provisions of appointment pay level and progression to be in accordance with the applicable award
<b>REPORTS TO:</b>	Manager of Infrastructure
<b>DEPARTMENT:</b>	Infrastructure and Environment
<b>LAST REVIEWED:</b>	January 2026

### ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

### Our Commitment

We inspire people to create a better future.

### Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

### We Value



Honesty



Integrity



Accountability



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## OBJECTIVE OF THIS ROLE

The Asset Engineer is a key stakeholder in the development and updating of key organisational documents as these relate to Infrastructure Management the Asset Management Plans, the Cloncurry WTP/STP Master Plan, and the Operational Plan and Budget.

To work collaboratively with relevant stakeholders to implement and maintain sound asset management processes and systems to support the ongoing delivery of best practice asset management across the organisation and ensure the asset management function within Council fulfil legislative, regulatory, audit and reporting requirements.

This position is required to undertake condition assessment of all the council's assets in order to manage the performance, risk, lifecycle cost and write-off expected time of infrastructure assets across Council, in order to improve asset investment decision making and achieve sustainable improvements for the visitors and the community.

Ensuring the successful development and maintenance of the Asset Management Plan (AMP) and Long-Term Financial Plan (LTFP) through effective liaison, communication and engagement while developing and maintaining effective working relationships with all stakeholders both internal and external to the organisation.

## REPORTING LINES

This position reports to the Manager of Infrastructure within the Infrastructure & Environment Directorate and liaises with both internal and external stakeholders.

## GENERAL DUTIES AND RESPONSIBILITIES

General responsibilities of the position, include but not limited to:

- Assume the accountabilities and responsibilities as per the relevant role dimensions for the position.
- Facilitate co-creation workshops to develop solutions for improved process safety, asset management and risk management activities.
- General correspondence and report writing
- Provide friendly and professional service to internal and external stakeholders via phone, e-mail and face to face.
- Report on project progress to key stakeholders and senior leadership
- Respond to all customer requests and queries in accordance with Council's Customer Service Requirements and relevant policies and procedures.
- Stay up to date with the latest construction methods, equipment, safety regulations, and environmental standards.
- Support the development of Process Safety and Asset Management frameworks.
- Undertake projects and tasks within scope of knowledge, skills and abilities as directed.
- Work with subject matter experts and maintenance personnel to create and optimise major asset maintenance strategies and asset management plans.



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## KEY RESPONSIBILITIES IN THIS ROLE

Key responsibilities of the position, include but not limited to:

- Assist with the preparation of Council's Annual Statements in accordance with all statutory financial reporting obligations and comply with all relevant current accounting standards.
- Assisting with the interim and final audit requirement
- Be involved with Council's capital works in progress monthly.
- Budget prioritisation and Long-term planning
- Effective collaboration with the works manager in managing and maintaining Councils Road assets and maintaining traffic and road data.
- Ensure the Manager of Infrastructure is kept informed at all times of all aspects of the operations under your management, control and supervision.
- Liaise with other internal departments regarding opportunities to improve asset management and GIS activities.
- Maintain accurate records and reports of owned assets in Council's asset register.
- Prepare and check estimates for infrastructure works as required.
- Process asset finalisations including high level review for accuracy of data submitted and updating asset attributes (quantities, asset types and asset conditions) in Council's asset register.
- Provide advice to internal stakeholders on asset renewal plans and maintenance strategies.
- Provide asset management services in accordance with relevant legislation, standards and guidelines.
- Provide specialist asset management services including management, continued maintenance and improvement of Council's asset register.
- Provide support and asset management data and conditions for financial asset valuations.
- Provide support and asset management data for development and updates to Council's asset management plans.
- Resolve asset related enquiries and other relevant matters as required.
- The development and Implementation of Asset renewal works programs.
- Update and maintain the infrastructure asset register including the latest condition inventory in Council's corporate and asset management systems.
- Work closely with the infrastructure team conducting condition assessments of infrastructure to develop and maintain defects register for all areas across the directorate.



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## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- A demonstrated knowledge of operational and organisational planning in accordance with relevant legislative requirements;
- Ability to work productively within a team environment and autonomously.
- Advanced problem-solving skills using initiative to fully investigate scenarios and determine solutions.
- Demonstrated ability to develop technical and/or complex information and communicate that information clearly and accurately to all levels of Council;
- Demonstrated ability to follow direction and accurately complete tasks within allocated timeframes.
- Demonstrated knowledge and significant previous working experience in strategic and operational asset management;
- Demonstrated knowledge of relevant software packages (i.e. AutoCAD/, MapInfo, Microsoft Office suite, and Microsoft Project,) to produce, analyse and display information;
- Demonstrated knowledge of Workplace Health & Safety obligations, risk management and public liability.
- Experience in using Geographic Information Systems
- High level of leadership and support to other team members;
- Highly developed analytical and mathematical skills
- Possess a high level organisational and time management skills to manage competing priorities, monitor and report progress, complete set outcomes and meet deadlines with minimal supervision;
- Previous working experience in the inspection, condition assessment, investigation, design and costing for infrastructure renewals and upgrades;
- Sound understanding and knowledge of asset management practices within a local government environment;
- Strong organisational and time management skills
- The ability to maintain confidentiality in relation to Council business;
- Well-developed interpersonal skills with the ability to establish and maintain positive relationships with internal and external stakeholders.
- Well-developed written and administration skills with a high attention to detail and accuracy.



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## KEY SELECTION CRITERIA

Applicants should address the following:

- A relevant tertiary qualification in Civil Engineering or equivalent experience and knowledge
- Understanding of engineering practices and infrastructure requirements and how they apply particularly within a local government environment.
- Experience in developing and maintaining asset management plans is essential.
- A good working knowledge and understanding of asset management principles and practices including GIS database management.
- Well-developed verbal and written communication skills with the ability to prepare reports and submissions.
- Demonstrated ability to continuous improvement and a commitment to professional development

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

### **Mandatory:**

- A Degree in Civil Engineering – suitable for membership of the Institution of Engineers Australia with a minimum of 5 years relevant experience will be considered;
- Current “C” class driver’s licence is mandatory;
- Construction White Card/30215, Blue Card is mandatory.

### **Desirable:**

- Registration to the Board of Professional Engineers in Queensland (RPEQ) will be advantageous or the ability to acquire with the support from Council.
- Project Management certification



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## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Required to set outcomes within defined constraints.
- Provides specialist, technical or professional advice.
- Freedom to act governed by clear objectives and/or budget constraints.
- Solutions to problems generally found in precedents, guidelines or instructions.
- Assistance is usually available.

## WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

### To ensure that the person conducting the business or undertaking:

- to acquire and keep up-to-date knowledge of work health and safety matters.
- to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations.
- has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking.
- has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
- has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

**Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.**

**Name**

**Signature**

**Date**