

POSITION DESCRIPTION

Position Title:	Asset Engineer - Transport	Directorate:	Infrastructure and Development
Position Number:	100671	Department:	Assets, Engineering and Design
Employment Status:	Full-Time	Section:	Engineering
Employment Type:	Permanent	Location:	Chambers
Classification:	Sch A, Salary Point 12 (+2)		
Reports to:	Senior Civil Engineer		

PRIMARY PURPOSE:

The Asset Engineer - Transport will be required to undertake various roles related to the management of Council infrastructure, with a primary focus on stormwater and transport related assets.

The Asset Engineer Transport will be contributing to the organisational objectives of Council's Infrastructure, Engineering and Design team, and assisting the Senior Civil Engineer and other engineering staff within Council by providing the appropriate information, advice and support services on all infrastructure and engineering matters as required.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Asset Engineer - Transport** reports to the **Senior Civil Engineer** for all operational and management matters.
- The role is a key contributor to the Assets, Engineering and Design Department and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors, consultants and contractors to the City of Glenorchy, utility authorities, and regional groups (e.g., Derwent Estuary Program).

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Lead the management of Council's Transport assets.	<ul style="list-style-type: none">• Provide strategic advice and direction for the sustainable management of the transport network with emphasis on roads, footpaths, bridges and associated stormwater assets.• Manage the repair and renewal of these assets to ensure sustainability, in accordance with Council's Asset Management Strategy and Asset Management Plans.• Investigate and determine optimal and practical solutions/options for replacement, upgrading or new transport services including those required for developments.• Project manage, plan, administer and coordinate Capital works projects and repair/renewal works for Councils transport infrastructure including external contracts.• Provide estimates for replacement and new transport services.• Develop, maintain, and promote advanced maintenance and construction techniques for transport services.
Provide asset management and infrastructure support	<ul style="list-style-type: none">• Inspecting and collecting asset condition data for design and asset management purposes and developments.• Investigating and responding to enquiries and complaints related to Council's infrastructure.• Providing the appropriate information, advice, engineering input and support services for the sustainable maintenance and operation of Council's transport and stormwater networks.• Assist in the development of strategic documents, such as Asset Management Plans, and Transport Strategy.
Policies & Procedures	<ul style="list-style-type: none">• Review, analyse and maintain policies and procedures related to Council's transport assets to ensure they are up to date and available on the intranet for staff.• Provide support to communicate and implement Council policies and procedures.
Financial Requirements	<ul style="list-style-type: none">• Responsible for completion of the monthly variance report for individual project assigned to the person, within the timeframes advised by the Finance Department• Responsible for coding transactions and provided appropriate documentation, within the timeframes advised by the Finance Department• Responsible for completion of relevant section in the monthly capital report, within the timeframes advised by the Finance Department.

	<ul style="list-style-type: none"> Responsible for complying with the Code for Tenders and Contracts. In particular, obtaining quotes, preparing tender documents and raising purchase orders, where appropriate.
Customer Service	<ul style="list-style-type: none"> Promote the positive image of Council as a whole Ensure that a high standard of customer service is maintained to both internal and external customers Engage, listen to and act where appropriate on feedback from our customers Implement, evaluate and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none"> Assist in the achievement of agreed outcomes consistent with department business plans and budgets Perform any other duties as directed
Organisational Responsibilities	<ul style="list-style-type: none"> Support and adhere to Council's policies and procedures, code of conduct and relevant acts The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- Nil

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:

- Current Drivers Licence

KEY SELECTION CRITERIA:

1. Degree qualification in Civil/ Construction Engineering from a recognised tertiary institution with minimum 3 years of experience **OR** Certificate IV in Civil Construction or similar with at least 5 years of experience.
2. Strong knowledge of transport systems with experience in estimating and scheduling transport construction and maintenance projects.
3. Experience and knowledge of transport infrastructure design and investigations. Especially, in asphalt and bitumen surfacing, pavement design and construction, stabilisation techniques, pavement investigations and repair solutions.
4. Demonstrated problem solving ability along with the ability to recommend workable and innovative solutions.
5. Demonstrated ability to work as part of a team and autonomously on specific projects.
6. Well-developed verbal and written communication skills, with the ability to relate to people at all levels and to influence where appropriate; and

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:	Emilio Reale		
Director Signature:		Date:	21/08/2023

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	