

ROADS ASSETS TECHNICAL OFFICER

THE JOB:

Establish, implement and maintain a fit-for-purpose road asset management system that complements Council's existing systems and approaches.

ABOUT US:

We are committed to providing a welcoming workplace where everyone feels respected, safe, and supported. This means we value team players with a positive attitude, respectful behavior and a keenness to learn.

IF YOU HAVE SKILLS THAT MATCH OUR JOB, AND:

- Take pride in your work
- Enjoy being part of a team
- Have good numeracy, attention to detail & strong communication skills
- Have a Class C Driver licence

THEN WE WILL OFFER YOU:

- 9-day fortnight
- Annual salary \$78,785.20 - \$94,542.24 (gross) + Super
- Opportunity to learn new skills in a supportive environment
- 19.5 weeks long service leave after 10 year continuous service



**APPLICATIONS
CLOSE 4:30pm,
MONDAY,
13 MAY 2024**

The Application Pack is on our website: www.bourke.nsw.gov.au/council/positions-vacant.

LIKE MORE INFORMATION?

Please contact
Coordinator Road Operations, Chris Morrall,
on 02 6830 8000 or
jobs@bourke.nsw.gov.au

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Position	Road Assets Technical Officer
Reports to	Manager Road Infrastructure
Department	Road Infrastructure
Band / Level	Band 2 / Level 3
Grade	5
Date revised	March 2024

This position description broadly describes the accountabilities, duties and conduct of an employee of Bourke Shire Council. The role will change over time, in line with the changing needs of the organisation.

Primary Purpose

Establish, implement and maintain a fit-for-purpose road asset management system that complements Council's existing systems and approaches.

Council Values

Council's values of Openness, Honesty, Respect, Accountability, Objectiveness, Leadership, Selflessness, and Integrity guide the decisions, actions and conduct of all employees.

Core Accountabilities

- Establish Council's Road Inventory System including but not limited to research, selection and implementation of appropriate software, capture of road network data from both the field and existing systems, and consolidation of road asset data into the new system.
- Maintain the Road Inventory System, including but not limited to inputting new data and maintaining existing road inventory records and information.
- Establish processes and procedures for the ongoing capture and updating of road inventory data and condition reporting, as maintenance and capital works are undertaken.
- Maintain Council's Geographic Information System (GIS) and provide advice, guidance and support to GIS users.
- Establish frameworks and processes to assist with the prioritisation of and planning for, future road network maintenance and upgrades, focusing on maximising value for money works programs that account for the assets' whole-of-life costs.
- Educate and train key stakeholders and users in the use and application of the adopted Road Inventory System.

- Interrogate road asset data, records and information, producing reports for decision-making, strategic and operational planning and risk management.
- Support the delivery of Council's IT services, including but not limited to troubleshooting, undertaking work during peak periods or periods of leave.
- Manage Council's road maintenance and construction projects, as directed, including project planning, estimating and monitoring, ensuring projects comply with adopted standards and procedures.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for own decisions.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by the manager/supervisor, which are within his/her skills, competence, and training.

The employee is to comply with the organisation's Code of Conduct, policies, and procedures (as varied from time to time) and undertake training and development where it improves the employee's capability and capacity to undertake the inherent requirements of the role to the standard expected by Council.

Essential Criteria

1. Certificate III in Engineering (Technical), Surveying and special information services, or Professional Certificate in Asset Management Planning, or solid industry experience in a similar role.
2. Demonstrated experience using asset management systems.
3. Proven project management experience.
4. Demonstrated experience producing technical and management reports to promote understanding technical issues and to support decision-making.
5. Established interpersonal and communication skills, along with the ability to collaborate with others and positively influence outcomes.
6. Proven ability to plan, organise, prioritise and complete work on time.
7. Solid experience with Microsoft Word, Outlook and Excel.
8. WHS General Construction Induction card.
9. Class C NSW driver licence.

Desirable Criteria

1. Knowledge of REFLECT and RECOVER inspection and maintenance management software.

Date:

Agreed:

Employee Name (please print)

Employee Signature