POSITION DESCRIPTION

ASSET PLANNING OFFICER

POSITION DETAILS

Date of Position Description	August 2026
Position Title	Asset Engineer
Position Grade	11
Directorate | Business Unit	City Services & Projects | City Assets
Reports to	Manager Asset Planning
Physical Requirements Category	Category 3 - Combined role with some Physical Requirements
Job Location	316 Victoria Road, Rydalmere (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

This position provides technical advice and manages elements of Council's capital works program and infrastructure assets, with a primary focus on active transport and pedestrian enabling infrastructure. Responsibilities include proactive and reactive asset inspections, and the planning and delivery of infrastructure capital works programs. The role also supports other teams and business units by providing specialist technical input and advice on associated infrastructure matters.

KEY RESPONSIBILITIES

Role Specific

- Asset management of Council's network of active transport and pedestrian enabling infrastructure including footpaths, access ramps, shared paths, Cycleway, street lighting, street furniture and related assets among others.
- Undertake proactive and reactive inspections and condition assessments of Council's infrastructure assets to provide relevant data and information for strategic asset management, statutory reporting and development of asset management, plans, strategies and policies.
- Exercise professional judgement to investigate, scope, prioritise and budget for intervention strategies, or engineering solutions, for construction, renewal or repair of infrastructure assets.
- Undertake inspections, for both internally and externally delivered infrastructure assets, including the identification of defects or non-compliance, and providing engineering or technical advice, to ensure relevant standards are met.
- Undertake asset capitalisation and handovers for new, renewed or decommissioned infrastructure assets.
- Administration of Council's asset register and asset management system, in conjunction with stakeholders such as Council's GIS, IT and Finance Teams, to maintain accurate and current asset records.
- Address internal and external customer enquiries related to infrastructure assets, including investigation, assessment, provision of responses or technical advice, and undertaking appropriate

follow up actions.

- Lead the development of annual and long-term capital works programs consistent with asset management plans, including budget estimations, monitoring the performance of expenditure against established budgets and recommending corrective action where required.
- Liaise and negotiate with both internal and external stakeholders for the development, optimisation, programming and delivery of forward capital works programs.
- Training or mentoring Work Experience, Student or Cadet Engineers.
- Provide support as and when appropriate within the business unit.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

KNOWLEDGE

Qualifications

- Degree qualifications in Civil Engineering, Infrastructure Asset Management or similar
- Class C Drivers Licence

Experience

- Minimum 2 years' experience in civil infrastructure asset management or similar
- Experience working in the local government environment will be considered favourably

Skills

- Technical knowledge in the areas of Active Transport and Pedestrian Enabling Infrastructure
- Understanding of asset management principles and processes
- Condition assessment of infrastructure assets
- Understanding of capital works budgeting, planning and programming
- Excellent verbal and written communication skills
- Strong internal and external customer service skills
- Ability to work co-operatively in a team and cross functionally across Council

- Strong time management and prioritisation skills
- Competent in using the MS Office packages including Word, Excel and Powerpoint
- Understanding of OneCouncil and ArcGIS (desirable)