



# Position Description

Non-supervisory Employees

<b>Position Title</b>	<b>Asset Management Officer (Transport &amp; Stormwater)</b>
<b>Section</b>	Asset Management & Property Investment
<b>Division</b>	Strategy & Growth
<b>Reports to</b>	Manager – Asset Management
<b>Grade</b>	14
<b>Employment Status (FT/PT/Casual/Temp)</b>	Full Time

## Position purpose

To enable the management of transport and stormwater assets to meet the strategic direction of Council and the community; and provide the services desired within the financial capacity of Council.

## Position specific responsibilities

The key duties you are expected to perform in your role.

- Manage the transport and stormwater asset database (Civica Authority)
- Manage the transport and stormwater asset map layers (ESRI ArcGIS)
- Capitalise annual transport and stormwater capital works projects
- Recognise contributed transport and stormwater assets from development
- Manage the pavement management system (Deighton dTIMS) and contribute to model optimisation and analysis
- Assist in the development of annual transport and stormwater capital works programs
- Co-ordinate transport and stormwater asset condition surveys
- Analysis and reporting of asset data for internal and external customers
- Ensure transport and stormwater related Asset Management Plans and Service Plans are relevant and utilised
- Develop and maintain close working relationships with the Asset Team, Corporate and Financial Planning Team and Transport and Stormwater Network Team
- Any other related duties as directed



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

## Values-based behaviours for Non-Supervisory Employees

### Values

### Expected Behaviour

#### Communication

- I communicate with respect
- I constructively contribute to team meetings, toolbox talks and conversations
- I share information and ideas with colleagues
- I ask questions if I don't understand

#### Accountability

- I always work in a safe manner, looking after my own safety and the safety of those around me
- I am responsible for my own actions
- I take initiative to progress my own work
- I follow through on my work commitments

#### Professionalism

- I treat others with respect
- I complete my work to the best of my ability
- I take pride in my work
- I am flexible and responsive to changing work priorities and issues

#### Integrity

- I act honestly
- I understand and follow the law, rules, policies, guidelines and the Code of Conduct
- I treat others the way I wish to be treated
- I contribute positively to our work

#### Teamwork

- I look for, and am open to, new and better ways of doing things, together
- I am an engaged and enthusiastic team player
- I step in to help others when workloads are high
- I cooperate with my team members and supervisors



I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Date Position  
Description  
Authorised**

25 July 2017

**Employee Name**

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**Employee Signature**

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**Date**

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