



# Recruitment Selection Criteria

## Asset Management Officer (Transport & Stormwater)

<b>Position Title</b>	Asset Management Officer (Transport & Stormwater)
<b>Section</b>	Asset Management & Property Investment
<b>Division</b>	Strategy & Growth
<b>Grade</b>	14

### Essential requirements

1. Degree qualifications in either Civil Engineering; Asset Management; or recent experience deemed equivalent
2. Working knowledge of pavement design, construction and condition assessment
3. Proficient in the use of the Microsoft Office software suite, with particular emphasis on the advanced functions of Microsoft Excel
4. Experience in the development and maintenance of asset registers
5. Experience in procurement including: specification development; proposal assessment and project management
6. Ability to constructively contribute to a team, yet also able to work independently when required
7. Strong written and verbal communication skills
8. A current Class C driver's licence.

### Desirable requirements

1. Experience in utilising Civica's Authority Asset Management Module and Capital Value Record Module
2. Experience in creating and maintaining map layers utilising ESRI ArcGIS
3. Experience in generating capital works programs utilising Deighton dTIMS based on different scenarios
4. Experience in managing data through Structured Query Language (SQL)

### Our Values

**Communication | Accountability | Professionalism | Integrity | Teamwork**

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.