

Position title: Asset Engineer	
Classification: 6	Effective Date:
Reports to: Engineering Approvals Coordinator	Tenure: Permanent Full Time

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.



Goal Statement

The position will undertake a range of functions related to the management of key civil assets, including roads, drainage and public lighting. The role is responsible to assist the Engineering Asset Co-ordinator with the operational direction in the protection and management of key civil in a professional, timely and high-quality manner.

Key Responsibilities

Position Specific Responsibilities

- Provide technical and policy advice on stormwater and road infrastructure.
- Assist with the management of public lighting infrastructure, including Procurement processes.
- Contributes to the checking of civil plans and computations, flood levels, building over easement and stormwater legal point of discharge applications and any other applications and permits related to civil infrastructure.
- Provide engineering advice on planning and building development applications including approval of plans for engineering works and checking of flood modelling outputs for the developments.
- Contribute to high level reviews of major developments and major capital works projects.
- Provide advice and attend the meetings for Major Transport Projects in the municipality when required.
- Liaise with developers and contractors with developments that could impact on Council's infrastructure and ensure that Council's assets are protected.
- Perform other duties as required by management.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget:

- Familiarity of budget principles.



- Processing of Public Lighting invoices and payments.

Staff responsibility:

- The position has no direct staff responsibility.
- The position will manage external consultants and contractors to ensure successful project delivery.

Judgement and Decision Making

- The position requires high level political astuteness.
- Problem solving requires lateral and flexible thinking sometimes drawing from sources outside the organisation.
- The position has a variety of industry standards that can be used or adapted to provide the best design and contract management solutions to a number of different problems.
- The position will manage their workload with minimal supervision or direction from other staff.

Specialist Knowledge and Skills

Licences and Experience:

- Extensive knowledge in Planning and Building Regulations, Local Government Act 2020, Road Management Act 2004, Water Act 1989, and other Acts, Laws and Regulations relevant to Local Government.
- Demonstrated experience and skills in the Microsoft suite of applications (Word, Excel, Outlook and Project) and GIS systems.

Technology:

- Demonstrated experience and skills in local government software related to Procurement, Customer Service and Document management.

Qualifications and Experience

Qualifications/ Certificates:

- Bachelor's degree qualification in Civil Engineering.
- Extensive experience in technical and policy related issues for stormwater drainage and road infrastructure, and a sound knowledge of local government legislation.
- Minimum 5 years of Local Government experience in Civil Engineering Field.
- Basic experience in management of major capital works projects related to civil infrastructure, including checking of civil plans.
- Certification of Registration for Registered Professional Engineer or suitable qualification is required.



Interpersonal Skills

- Sound influencing skills.
- High level of written and verbal communication skills and the ability to gain cooperation and assistance from other employees, contractors, consultants, residents, Public Authorities and other stakeholders.
- The ability in resolving specialist problems with different levels of government organisations involving large infrastructure projects.
- Excellent presentation skills.

Key Relationships:

- The position will liaise with residents, industry bodies, government agencies and a variety of internal staff, management, and Councillors throughout the organisation.
- The position will work closely with other Teams and Departments in City Development Directorate on development proposals, as well as Infrastructure Directorate on civil infrastructure matters.

Management Skills

- Ability to manage time, set priorities and organise tasks to successfully complete projects.
- Ability to work independently with minimal supervision but also provide input within a team environment.
- Ability to manage a variety of complex tasks concurrently.
- Political acumen.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

- Relevant degree qualification in Civil Engineering, preferably with Registered Professional Engineer (RPE) certification, or eligibility to obtain registration upon meeting the relevant registration requirements and criteria.
- Relevant Local Government or related industry experience is required.
- Relevant experience in technical and policy issues relating to stormwater drainage and road assets, and a sound knowledge of Local Government legislation.
- High level of written and verbal communication skills and the ability to gain cooperation and assistance from other employees, contractors, consultants, residents, and other stakeholders.



Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Rarely	
Hand/Arm Movement Tasks involve use of hand/arms	Computer use	Frequently	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Rarely	
Standing Tasks involve standing in an upright position		Rarely	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Rarely	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Walking to meetings and site inspections	Sometimes	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Rarely	
Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer	Writing and editing	Frequently	



Satisfactory Vision Standard of vision required equal to that required for driver's licence	Standard of vision required equal to that required for driver's licence	Frequently	
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Any other relevant comments: