

POSITION DESCRIPTION

POSITION TITLE: Technical Officer (Assets)	DIVISION: ASSETS LOCATION: Head Office PERMANENT FULL TIME	DATE: 5 March 2010
REPORTS TO: Manager Asset Management	ROLES REPORTING TO SAME MANAGER: <ul style="list-style-type: none"> ▪ Senior Engineers ▪ Engineers ▪ Technical Officers 	ROLES REPORTING TO POSITION Nil
PRIMARY OBJECTIVE: <ul style="list-style-type: none"> • To support, contribute to and assist with all facets of the provision of asset management services across the Corporation. • To ensure the reliability and availability of infrastructure asset management data; particularly for the Infrastructure Assets Register and GIS. 		
FREEDOM TO ACT: <ul style="list-style-type: none"> • The incumbent is expected to work under general supervision, and be accountable for advice given within their area of expertise. • Use own judgement within the incumbent's range of qualifications and experience and when in doubt, refer to the Manager Asset Management or other appropriate employee. 		
KEY CHALLENGES: <ul style="list-style-type: none"> • BLW is a brand new corporation and offers the incumbent an exciting opportunity to grow with the Corporation and assist in the growth and development of engineering services in the Assets Divisions. • Assist in the development of Ben Lomond Water's image in the community as a key service provider and as a desirable workplace. 		
ORGANISATION DIMENSIONS: Customers 50,000 + Employees 180+ Assets \$750 Million Geographic Area N / NE Tasmania KEY RELATIONSHIPS/INTERACTIONS: <u>Internal:</u> All BLW employees including Corporate Services (asset accounting) and Operations Services (asset data collection) and Onstream (information management) <u>External:</u> Consultants, contractors, material suppliers, government departments and counter parts in Cradle Mountain Water and Southern Water	QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIREMENTS: <ul style="list-style-type: none"> • Diploma of Engineering. • Knowledge of and experience with MS Office applications, such as Word, Excel and Outlook. • Knowledge of and experience with the application and use of GIS and / or CAD software is an advantage. • Knowledge of and experience with database management applications, such as SQL and Oracle. • A good understanding of water and sewerage engineering gained from a minimum of 3 to 5 years working in the industry. • Ability and skills to assist in field survey operations. • Ability to be creative and innovative in thinking, decision-making and problem solving. • Keep an eye on the big picture while having an eye for detail within. • Ability and willingness to learn; the immediate priorities are completing the build of the Infrastructure Assets Register, integration of the register as part of BLW's GIS Project and the NAVISION (financials software application) Implementation Project. • Excellent verbal and written communication skills. 	

KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE MEASURES
Infrastructure Asset Register	Build and maintain the Infrastructure Asset Register to: <ul style="list-style-type: none"> • Set data standards • Collect data and enter data for new and existing assets • Maintain and improve data sets • Provide and analyse data to assist the Asset Management Plan and Asset Planning Process • Achieve integration with the GIS and Financial Asset Register 	<ul style="list-style-type: none"> • Accurate and timely completion of allocated tasks to industry and BLW standards • Completeness and currency of the Infrastructure Asset Register
For major projects (for example, GIS Project, Asset Management Plan and NAVISION Implementation) and under the leadership of the Project Team Leader assist with delivery and contribute to the achievement of the project objectives	<ul style="list-style-type: none"> • Participate in the Team's activities • Apply sound engineering principles to help develop solutions • Deliver allocated tasks • Document project work and contribute to project record keeping 	<ul style="list-style-type: none"> • Accurate and timely completion of allocated tasks • Active participation and contribution to team activities and objectives
Allocated engineering projects	<ul style="list-style-type: none"> • Examine the issues and establish the parameters including appropriate standards • Apply sound engineering methodology • Develop solutions and make recommendations • Present recommendations via verbal and written reports • Document and maintain project records 	<ul style="list-style-type: none"> • Successful delivery of the project objectives • Timely completion of the engineering project
Utilise Corporate Systems	Learn and participate in the development and use of Corporate Systems to achieve BLW corporate activities and outcomes	<ul style="list-style-type: none"> • Correct use of Corporate Systems • Accurate and timely completion of tasks
Field Surveys	Assist engineering field survey operations	Accurate and timely completion of surveys
Training and personal and professional development	Participate in Corporate and individual training	Successful participation in training and application of new knowledge
General	Assist with the day to day operations of the Division as required	
OCCUPATIONAL HEALTH & SAFETY: Whilst at work the employee will: <ul style="list-style-type: none"> • Take reasonable care for his/her own health and safety and for the health and safety of other people, including people working under his/her supervision or direction who may be affected by his/her acts or omissions at the workplace; • Comply with any direction given by his/her manager, a workplace safety representative or responsible officer/accountable person with respect to any health and safety matter under the current Workplace Health and Safety Act; • Report all incidents and also hazards that cannot be rectified immediately; and • Promote awareness and undertake duties in accordance with OHS legislation and BLW policies and procedures. 		

Approved by: **Date:**