

## POSITION DESCRIPTION

POSITION TITLE	Asset Officer
DIRECTORATE – BUSINESS UNIT	Infrastructure – Asset Planning
LEVEL - IA	6 - Salaried
RESPONSIBLE TO	Senior Asset Management Officer

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

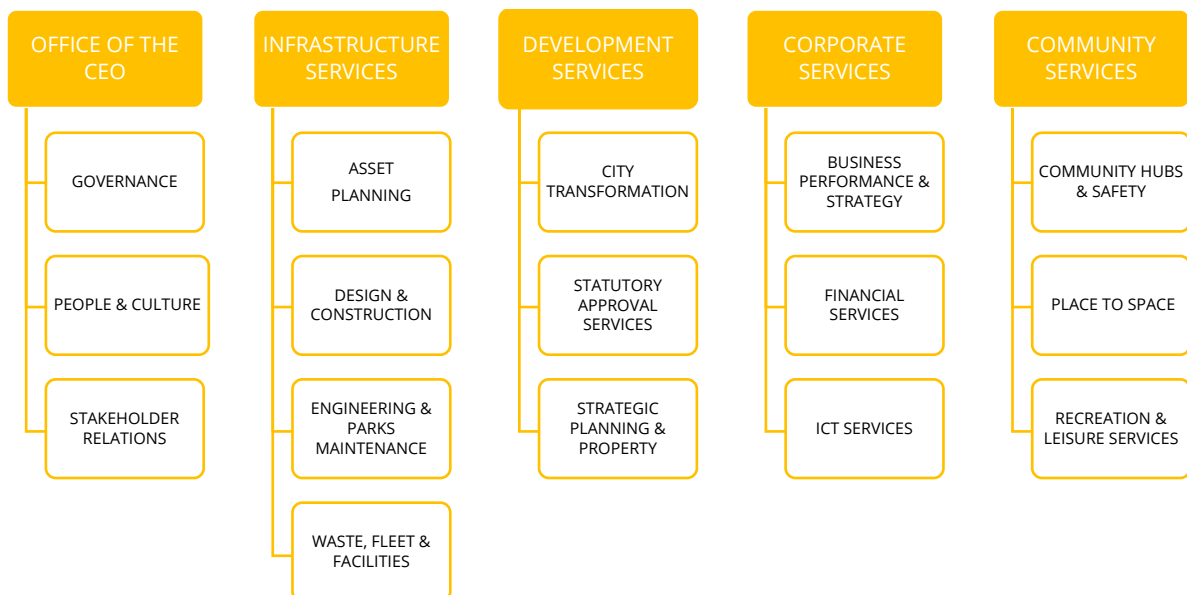
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

- The accurate collection and entry of physical and conditional asset data into the City's Corporate Asset Management and Geographical Information (GIS) systems, in accordance with the City's schedule.
- To provide specialised asset system services, analysis, and advice on the City's asset management system, ensuring that the City operates within legislative and operational requirements.
- Support the strategic asset management function as required.

## KEY RESULT AREAS

### ASSET MANAGEMENT

- Undertake or commission periodic condition inspections of the City's assets in accordance with the City's valuation schedule and IPWEA's rating protocols.
- Update asset registers and associated attributes in Asset Management System and monitor accuracy.
- Liaise with the Development Engineering team, developers and designers to capture all newly constructed, gifted, and found assets, including A-Spec as-constructed data.
- Coordinate the updating of all capital expenditure into the City's asset management system for asset component values, including reconciliation in liaison with the City's Financial Services business unit.
- Monitor and report on the handover of capital projects at end of financial year.
- Coordinate the updating of asset spatial data in QGIS including integration to Intramaps.
- Data reporting and analysis from the City's asset management system as required.
- Assist with the preparation of the City's infrastructure valuations and audit queries.
- Assist with the preparation of Asset Management Plans and improvement projects as required.
- Report and monitor rectification of defects.
- Provision of technical advice as required.

### CUSTOMER SERVICE/ORGANISATIONAL SUPPORT

- Effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high level of service to customers.
- Communicate technical matters and requirements with a wide range of stakeholders, verbally and in writing.
- Provide high quality advice to all stakeholders in a timely and professional manner.
- Coordinate responses to customer enquiries and requests in accordance with response targets.
- Establishing effective working relationships and work collaboratively with internal and external stakeholders.
- Research improvements in the industry and recommend improvements.

### **BUDGET MANAGEMENT**

- Operate within the budget and financial constraints of the organisation.
- Manage project budgets to ensure that variances are within agreed values.
- Raise purchase orders within the limit of authority of the position.

### **TEAM MEMBERSHIP & SELF MANAGEMENT**

- Create a positive team environment, identifying opportunities to collaborate, solve problems and improve service delivery.
- Support the team to create a safe working environment and proactively identify and report safety hazards and improvements.
- Use specialist knowledge and analytical skills to make decisions where no clear procedure exists.
- Use interpersonal, negotiation, and conflict resolution skills and communicate with a wide range of stakeholders.
- Work under general supervision.

### **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### **WORKPLACE COMPETENCY**

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

### **TRAINING/QUALIFICATION(S)**

- Tertiary qualification (or equivalent experience) in Civil Engineering, Asset Management, or a related discipline.
- Possession of a Basic Worksite Traffic Management Certificate.
- Possession of Construction Safety Awareness (White Card WA).

## SELECTION CRITERIA

1. Tertiary qualification (or equivalent experience) in Civil Engineering, Asset Management, or a related discipline.
2. Experience in field collection of inventory and condition data, updating asset registers and associated attributes in the Asset Management System.
3. Experience in preparation of work scopes and project cost estimates for various asset classes for inclusion in an organisational Capital Works Program.
4. Knowledge and skills in the use of GIS systems
5. Demonstrated ability to prioritise and work on time to achieve agreed timeframes.

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Asset Planning

DATE PD REVIEWED/APPROVED: 22 January 2026

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