GIS and Asset Management Specialist

Part to Full Time / Work from Home

Are you a passionate and creative GIS professional with practical experience building, maintaining, and validating infrastructure asset data systems? Do you have a background in local government and enjoy working with clients to achieve best practice asset management? Are you an expert user of mainstream GIS platforms including Esri? Does your skillset include advanced GIS queries, creation of interactive online mapping and high-level technical troubleshooting? Ticking all the boxes…then SHEPHERD has the career opportunity for you.

Join the SHEPHERD Team

SHEPHERD is offering an exciting and unique opportunity to work with local councils across Australia to deliver innovative and practical asset management solutions using the latest GIS technology and processes.

You will be joining a highly motivated and experienced team of Asset Management and GIS specialists who are at the leading edge of GIS technology.

As well as demonstrating technical expertise, the successful applicant will reflect SHEPHERD's values of respect, teamwork, positivity, excellence, innovation, and work life balance.

SHEPHERD offers excellent work life balance including the flexibility of working from home and your choice of full or part-time hours. The annual full-time base salary range is $84K to $105K, including super and working from home allowances, depending on level of skill and experience. Generous travel and onsite allowances are also available. Qualifications in GIS or Information Technology preferred. Class C drivers licence required. Full Position Description attached.

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SHEPHERD
asset management solutions

Position Description

Position Title	**GIS & Asset Management Specialist**		
Position Tenure	Part to Full Time	Reports To	Director, Project Services
Last Updated	December 2020	Base Location	Negotiable

Section 1: Organisation Summary

For over 20 years Shepherd Services Pty Ltd have assisted local governments across Australia by offering integrated and specialist products and services across eight key areas. These include Asset Management Services, GIS, Road Asset Condition Assessment (RACAS), Valuations, Roads Maintenance Management Systems, Project Management Services, Flood Restoration, and a variety of training services.

Section 2: Position Summary

Responsible for the delivery of high quality GIS and Asset related services across Local Government Areas.

Section 3: Key Working Relationships

Internal	External
Company Directors	Web / Software Partners/ Providers
Program Manager	Local Government Partners
Field Staff	Contractors

Section 4. Key Result Areas

Area	Behavioral Descriptors	KPI
GIS Services		
Work through the relevant focus group and targeted partnering to ensure excellence in the range of GIS Services offered.	• Partner strongly to ensure others hold a high level of understanding and knowledge. • Ensure GIS products are maximised and promoted by key staff.	• Improvement/efficiencies invited and implemented. • Evidence of successful partnering is apparent. • Excellence is apparent.
Maintain GIS systems for clients.	• Onsite and remotely work to accurately add new layers, validations etc. to GIS systems.	• Systems updated and maintained.

Area	Behavioral Descriptors	KPI
Manage and maintain GIS systems and processes.	• Manage GIS systems/processes (special joining python scripting process mapping etc.).	• Evidence of good management is apparent. • Any updates or changes are effectively communicated.
Administer corporate mapping tool and like products.	• Maintain and develop mapping application for clients.	• Maintained and developed products. • A high level of customer satisfaction is apparent.
Maintain GIS asset datasets for clients.	• Use mapping solutions to maintain service to clients.	• Datasets maintained. • A high level of customer satisfaction is apparent.
Create and edit GIS layers.	• Query GIS data, linear reference, and thematic map from attribute data.	• GIS Layers edited and data well managed and maximised. • Strong data is available.
Asset Management		
Undertake asset register development and maintenance	Includes condition assessments using mobility devices	• Register Development and maintenance
Assistance with valuation and end of years asset capitalization	• Partner as necessary and ensure key staff are updated	• Preparation of register in format ready for valuation process, unit rates and condition data
Assistance with Asset Management Planning	• Partner as necessary and ensure key staff are updated	• Preparation of asset/financial data in several different data formats
Onsite Inspections using Mobility and Inhouse capture tools	• Complete onsite inspections when necessary	• Export data and manipulate
General		
Complete other general technical works	• Partner as necessary and ensure key staff	• As required
Manage Individual Projects.	• Follow and support shared internal procedures relating to project management including but not limited to pre-execution, progress updates/reporting to clients and key SHEPHERD Staff, close out etc.	• Projects managed strongly and successfully in a timely way.

Area	Behavioral Descriptors	KPI
Attend all staff meetings and workshops	• Make regular positive contributions.	• Meeting/workshops attended. • Positive participation is evident.
Ensure availability to attend and present/support SHEPHERD as requested at industry events	• Explore opportunities. • Liaise with Directors regarding scheduling.	• Presentations highlighting SHEPHERD products and projects successfully made and additional support given at events.
Maintain strong accountability when working alone.	• Teams title bar is updated.	• Whereabouts and availability are always communicated across the staff group.
Attend weekly project meetings as scheduled.	• Ensure project status is updated and communicated to Project Delivery Manager. • All project updated (GANTT) via Smartsheet.	• Accuracy assured. • Partnering with the Project Delivery Manager is apparent. • Project status is clear.
Capture Billable Hours	• Accurately record billable hours.	• All billable hours captured. • All time allocated to projects is captured, is accurate and is efficient. • Billable targets met.
Put safety first on all occasions.	• Take active steps to ensure personal safety and the safety of others. • Record incidences and near misses in a timely way.	• It is evident that all actions are undertaken with safety in mind. • Guidelines/policies and procedures followed and championed.
Lead Strongly	• Is available, responsive, and accountable. • Models the Code of Conduct and Values and empower others to do the same.	• Evidence of leading by example is apparent. • Evidence of being available, responsible, and accountable is apparent. • Behavior aligns with SHEPHERD Code of Conduct and Values.

Section 5: Detailed GIS Skills Listing

GIS RELATED SKILLS	
Data Validation	Build metadata to standards for all datasets.
	Collect, check, verify and complete all data attributes.
	Implement and complete integrity levels to datasets.
	Move all attribute data across to the Asset Management System.
	Verify map objects exist and show full extents for all known essential assets.
Creating and Editing GIS layers	Create a new GIS layer with the following considerations to the projection, schema, data types, object type and file format.
	Create objects in Map layer and populate attributes.
	Join tables to map layers based on a unique identifier and update a field.
	Reproject data to standard UTM projection for councils, Lat lon.
Data Cleansing	Check for topological errors, thin vertices, check spatial accuracies.
	Search for duplicates objects in map data.
Data Conversion	Convert spatial between GIS formats. (Shp, GDB, tab, kml).
	Create a map mdb file for live link to access database or other third party databases.
Data Driven Pages	Add dynamic map elements from GIS layer for DDP report.
	Batch export maps from a DDP report to a PDF or Image file.
	Create a map and photo report using data driven pages.
	Link photos base on a dynamic field element in DDP report.
Geoprocessing	Create a Geoprocessing model using model builder to perform repetitive tasks.
	Use Geoprocessing tools to analyse map data.
Linear Referencing	Create a route layer from road centreline file (road chainages).
	Use hatching to add chainages to a workspace.
	Use linear referencing to obtain road chainages from point objects
Map Navigation and Workspace Setup	Add labels.
	Add Layers to Map.

GIS RELATED SKILLS	
	Change map symbology.
	Save and share a workspace.
	Search attribute tables and identify objects on the map.
Query GIS Data	Create a new layer from a query.
	Perform a spatial join between two map layers.
	Query object data based on attributes and spatial location.
	Select data using queries based on SQL, VB.
Create Maps	Create a legend in the map layout.
	Create thematic map from attribute data.
	Setup a layout, add map elements and export to PDF.
Customised User Interfaces Installation	Develop and implement integrations with other organisational applications.
	Develop and implement processes, procedures and protocols for the maintenance and updating of all datasets.
	Implement an organisational general use, user friendly GIS application.
	Implement the conversion of existing paper based information to an electronic format.
Object Location Validation	Correct asset objects to true and absolute positioning.
	DCDB positional accuracy correction.
Optional Associated Operational Implementations	Implement a digital "As Constructed" submission process.
	Implement general public web mapping access to non-sensitive data.
	Implement mobile field mapping.
Rationalise & Centralise all GIS Datasets	Archive and delete data duplicates and copies.
	Clean up individual datasets.
	Combine all fragmented like themed datasets.
	Define and implement standard table structures to all datasets.
	Implement securities on all data.
	Locate and document any and all existing GIS datasets.

GIS RELATED SKILLS	
	Lock editability access to all existing datasets.
	Move all remaining datasets to new working data area.
	Set up new working and general use GIS data directory structure on server where data will ultimately reside.
ASSET RELATED SKILLS	
Asset Register Preparation/Verification	Knowledge of Asset Types, (Roads, Water, Drainage, Sewer, Buildings, Aerodromes).
	Use Access to import/Export data, link to external data and perform advanced queries.
	Use Council systems to view, export data.
	Use Excel to check data using vlookup and pivot tables.
	Use GIS applications to view, query, join and export data to other formats.
Asset Onsite Pickup	Collect data onsite using GPS mobile mapping application.
	Collect data onsite using GPS mobile mapping application with differential service.
	Collect point of interest data .
	Configure RACAS software for data pickup.
	Create forms in mobile data collection application.
Road Chainages	Create road chainages file using road centreline file.
	Determine road chainage origins.
Road Register Maps	Produce road register maps book including index with surface types and lengths.
	Setup workspaces for Road Register maps using Data Driven Pages.
	Setup workspaces for Road Register maps with dynamic links to Council data.