



Asset Technical Officer

Full Time / Work from Home

Are you an experienced Asset Technician with well-rounded expertise and practical know-how? Do you have the proven ability to learn new processes and technology quickly and effectively? Does your skillset include building and maintaining asset registers, condition inspections, asset financial valuations and reporting, and renewal profiling? Do you have demonstrated experience in managing asset classes in roads, water, and sewerage within Local Government? Are you an advanced user of Excel with the ability to efficiently manipulate and analyse data? Ticking all the boxes...then SHEPHERD has the career opportunity for you.

Join the SHEPHERD Team

SHEPHERD is offering an exciting opportunity to work with local councils across Australia to deliver innovative and practical asset management solutions that work.

You will be joining a highly motivated and experienced team of Asset Management and GIS specialists who are recognised leaders in infrastructure asset management.

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. The annual full-time base salary range is \$78K to \$93K including super and working from home allowances, depending on level of skill and experience. However, higher rates can be negotiated for exceptional applicants. Generous travel and onsite allowances are also available. Minimum 3-5 years on-the-job experience necessary. Class C drivers licence required. Full Position Description attached.

Interested? Send us your covering letter and CV to apply.

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Position Description

Position Title	Asset Technical Officer		
Position Tenure	Full Time	Reports To	Project Delivery Manager
Last Updated	February 2021	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

Develop and maintain asset management systems data and processes across Local Government areas.

Section 3: Key Working Relationships

Internal	External
Company Directors	Local Government Project Partners
Administrative Staff	Local Government Engineers
Field Staff	Local Government Executive Leaders and Councillors
Technical Partners	Auditors

Section 4. Key Result Areas

Area	Behavioral Descriptors	KPI
Asset Management and Valuation Services		
Undertake asset register development and maintenance	<ul style="list-style-type: none"> Maintaining of Asset Registers in Spreadsheets, GIS Systems and third party applications. Includes condition assessments. 	<ul style="list-style-type: none"> Register developed and maintained. Changes shared.
Comprehensive Asset Valuations	<ul style="list-style-type: none"> To comply with AASB 116 and AASB 13 (Fair Value). 	<ul style="list-style-type: none"> Reported accurately and completed in a timely manner. Completed in accordance with



Area	Behavioral Descriptors	KPI
(SHEPHERD has tools and processes that position will be trained in)	<ul style="list-style-type: none"> • Unit rate development. • Useful / Remaining Life Calculations. • Financial figures. 	SHEPHERD tools and processes.
Undertake renewal profiling, asset management planning and documentation, and key performance reporting. (SHEPHERD has tools and processes that position will be trained in)	<ul style="list-style-type: none"> • Partner as necessary with other team members to complete this task. • Ensure key staff are updated. 	<ul style="list-style-type: none"> • Renewal profiling, asset management planning, and key performance reporting undertaken accurately and in a timely manner. • Completed in accordance with SHEPHERD tools and processes.
Undertake End Of Year Asset Financial processes in accordance with AASB 116 and AASB 13 (Fair Value) (SHEPHERD has tools and processes that position will be trained in)	<ul style="list-style-type: none"> • Includes capitalisation, componentisation, asset register updates in Council's corporate systems and GIS, indexation, unit rates and useful life updates and EOY reports for audit. 	<ul style="list-style-type: none"> • EOY asset financial processes completed in an accurate and timely way. • Completed in accordance with SHEPHERD tools and processes.
GIS Services		
Use GIS Applications to view, label, edit GIS datasets, thematic map conditions and other variables as required. (SHEPHERD has tools and processes that position will be trained in)	<ul style="list-style-type: none"> • Basic Skills in QGIS, ArcMap and ArcMap Online. 	<ul style="list-style-type: none"> • Datasets successfully maintained. • Completed in accordance with SHEPHERD tools and processes.
General		
Quick Learner	<ul style="list-style-type: none"> • Ability to learn new processes and technology quickly and effectively. • Employ effective learning skills (e.g., note-taking, video training). 	<ul style="list-style-type: none"> • Acquire new skills on-the-job with minimum training.
Effective Communication	<ul style="list-style-type: none"> • Ability to clearly communicate in written and spoken presentations. 	<ul style="list-style-type: none"> • Clear and concise written reports and verbal presentations.



Area	Behavioral Descriptors	KPI
Effective Time Management	<ul style="list-style-type: none"> Ability to effectively schedule and prioritise time to achieve assigned projects. Ability to manage a minimum of three projects at any one time. 	<ul style="list-style-type: none"> Working month, week and day planned to use available time effectively.
Manage Assigned Projects	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Projects managed strongly and successfully in a timely way.
Ability to provide training to clients	<ul style="list-style-type: none"> Support customers in system and process development (as a minimum SHEPHERD tools). 	<ul style="list-style-type: none"> Deliver training in one-on-one or group settings.
Complete other general technical works	<ul style="list-style-type: none"> Partner as necessary and ensure key staff. 	<ul style="list-style-type: none"> As required.
Attend all staff meetings and workshops	<ul style="list-style-type: none"> Make regular positive contributions. 	<ul style="list-style-type: none"> Meeting/workshops attended. Positive participation is evident.
Maintain strong accountability when working alone.	<ul style="list-style-type: none"> Teams title bar is updated. 	<ul style="list-style-type: none"> Whereabouts and availability are always communicated across the staff group.
Attend weekly project meetings as scheduled.	<ul style="list-style-type: none"> Ensure project status is updated and communicated to Project Delivery Manager. All project updated (GANNT) via Smartsheet. 	<ul style="list-style-type: none"> Accuracy assured. Partnering with the Project Delivery Manager is apparent. Project status is clear.
Capture Billable Hours	<ul style="list-style-type: none"> Accurately record billable hours. 	<ul style="list-style-type: none"> All billable hours captured. All time allocated to projects is captured, is accurate and is efficient. Billable targets met.



Area	Behavioral Descriptors	KPI
Put safety first on all occasions	<ul style="list-style-type: none"> • Take active steps to ensure personal safety and the safety of others. • Record incidences and near misses in a timely way. 	<ul style="list-style-type: none"> • It is evident that all actions are undertaken with safety in mind. • Guidelines/policies and procedures followed and championed.
Lead Strongly	<ul style="list-style-type: none"> • Is available, responsive, and accountable. • Models the Code of Conduct and Values and empower others to do the same . 	<ul style="list-style-type: none"> • 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.



Qualifications / Skills / Experience Essential to The Role

- Minimum 3-5 years' experience in a Local Government environment across all disciplines including asset management, works delivery, financial management and project management.
- Practical experience in the asset management of Roads, Water and Sewerage is desirable.
- Practical experience in asset management systems and techniques in a Local Government context including:
 - Strong skills and experience in data manipulation and processing using Excel and or database applications or similar and/or 3rd party applications;
 - Proven skills in Microsoft Office (Word, Excel, Outlook, PowerPoint); and
 - System experience in databasing, third party applications and GIS.
- Proven ability to manage projects – planning, scheduling, reporting and delivery within agreed timeframes.
- Exceptional communication skills.
- Experience working unsupervised.
- Ability to work collaboratively with people from operational to management levels.
- Valid class C drivers licence.

Note:

From time to time you may be asked to undertake engineering, general technical or governance related tasks not listed in this document.

END