



# ASSET OFFICER – BUILT STRUCTURES

Position Description

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## POSITION DESCRIPTION

| 1. POSITION DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                    |                          |                                           |
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| Position:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Asset Officer – Built Structures                   | Position classification: | Local Government Industry Award 2020      |
| Directorate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A                                                | Employment type:         | Permanent/Contract<br>Part Time – 0.5 FTE |
| Department:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Infrastructure and Assets                          | Location:                | Shire Depot                               |
| 2. ORGANISATIONAL RELATIONSHIPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                    |                          |                                           |
| Responsible to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Executive Manager Infrastructure and Assets        |                          |                                           |
| Supervision of:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Nil                                                |                          |                                           |
| Internal and External Liaison:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    |                          |                                           |
| Internal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Shire Staff and Elected Members                    |                          |                                           |
| External                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Ratepayers<br>General Public<br>Other Stakeholders |                          |                                           |
| 3. POSITION OBJECTIVES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                    |                          |                                           |
| <ul style="list-style-type: none"><li>• The position works closely with operational staff, contractors, and management to support the sustainability, maintenance, compliance, and long-term serviceability of the Shire's built structures.</li><li>• Effective planning, inspection, maintenance, renewal, and management of the Shire's built structure assets.</li><li>• The role focuses on maintaining accurate asset information, coordinating maintenance activities, supporting asset renewal planning, undertaking inspections and condition assessments, and assisting with long-term asset management planning.</li><li>• A strong desire to make a difference and contribute to the success of our community.</li></ul>                                                                                                                                                                                                                                                                                                                                                                    |                                                    |                          |                                           |
| 4. KEY DUTIES/RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    |                          |                                           |
| <ul style="list-style-type: none"><li>• Maintain accurate built structures asset registers, condition data, and associated records.</li><li>• Undertake cyclical inspections and condition assessments of Shire-owned built structures and facilities.</li><li>• Assist with development and review of Asset Management Plans relating to built structures.</li><li>• Assist with lifecycle planning, renewal forecasting, and capital works prioritisation.</li><li>• Support asset valuation and revaluation processes through collection and maintenance of accurate asset data.</li><li>• Coordinate routine, reactive, and programmed maintenance activities for built structures and facilities.</li><li>• Liaise with contractors, suppliers, and operational staff regarding maintenance and repair works.</li><li>• Assist with procurement, quotations, and contractor engagement processes in accordance with Shire policies and procurement requirements.</li><li>• Monitor contractor performance and ensure works are completed safely, efficiently, and to required standards.</li></ul> |                                                    |                          |                                           |

- Assist with planning and delivery of built structure renewal and upgrade projects.
- Assist in preparation of annual maintenance and capital renewal budgets.
- Maintain records relating to inspections, servicing, testing, and statutory compliance
- Prepare reports, correspondence, and data summaries as required.
- Contribute to continuous improvement of asset management systems and practices.
- Promote and comply with Workplace Health and Safety requirements and Shire policies.
- Undertake other duties within the employee's skills, competence, and training as directed.

## 5. POSITION REQUIREMENTS

### Essential:

- Experience in asset management, facilities management, building maintenance, construction, or a related field.
- Sound understanding of maintenance principles and asset lifecycle management.
- Ability to undertake inspections and maintain accurate asset records and condition data.
- Sound computer skills including Microsoft Office applications and electronic asset management systems.
- Well-developed organisational and time management skills.
- Ability to communicate effectively with contractors, staff, and members of the public.
- Ability to work independently and manage competing priorities.
- Current C Class Driver's Licence.

### Desirable:

- Qualification in building, construction or asset management.
- Local government experience.

## 6. EXTENT OF AUTHORITY

- Operates under the general direction of the Executive Manager Infrastructure and Assets within established guidelines, policies, and procedures of Council as well as the statutory provisions of the Local Government Act and other legislation.
- Work outcomes monitored and role subject to key performance indicators.

## 7. WHS REQUIREMENTS

- Work with care for own health and safety and that of others
- Participate in development of safe work procedures
- Participate in training
- Use equipment properly and report any faults or damage
- Use personal protective equipment as directed
- Report hazard and incidents to Manager
- Follow all reasonable policies and procedures
- Maintain Fitness for Work Standards.



Approved by the Chief Executive Officer

Date: 14 / 9 / 2026

