Position Information			
Position title	Asset and Maintenance Officer	Classification	Indicative LGIA Level 5-6*
Section	Infrastructure and Assets	Location	Coolgardie / Shire-wide
Status	Permanent Full-time	Contract Hours	As per letter of offer / Award
Reports to	Executive Manager Infrastructure and Assets	Award	Local Government Industry Award 2020

Key Focus of Section	Key Focus of this Position
Plans, maintains and improves Shire infrastructure and assets through sound asset information, programmed maintenance, renewal planning and responsible lifecycle management.	Maintains reliable asset information and coordinates inspections, maintenance and minor renewal activities so Shire assets remain safe, serviceable, compliant and fit for community use.

Shire Vision
A connected, progressive and welcoming community.

Shire Values
Honesty – fair and ethical conduct; Accountability – quality in everything we do; Respect – treating colleagues and customers with respect; Professionalism – pride and commitment to high-quality service delivery.

Shire Purpose Statement
To serve the communities of the Shire of Coolgardie through accountable governance, responsible resource management and quality local services

Position Outcomes	
Accountability Area	**Outcome**
Service delivery / operations	Asset inspections, maintenance requests and planned works are coordinated and progressed to agreed service levels.
Customer and community service	Asset and maintenance enquiries are recorded, prioritised and responded to professionally.
Compliance, governance and records	Asset registers, condition data, inspection records, work orders and contractor records are accurate and auditable.
People, contractors and volunteers	Contractors and internal crews receive clear scopes, access to information and safety requirements; performance issues are escalated.
Budget, assets and procurement	Maintenance expenditure, quotes, purchasing and asset data support approved budgets and lifecycle planning.
Projects, events and improvement	Minor maintenance and renewal projects are supported from scoping to completion, with improvement opportunities identified.
Risk, WHS and incident response	Unsafe asset conditions are identified, controlled and escalated promptly in accordance with WHS requirements.

Position Requirements		
Skills	**Essential**	**Desirable**
• Organise and prioritise inspections, maintenance and competing requests. Inspect assets, identify defects and translate findings into practical actions	☒	☐
• Use Microsoft 365 and electronic asset/work-order systems	☒	☐
Knowledge		
• Asset lifecycle, condition assessment and planned maintenance principles	☐	☒
• General maintenance works for building infrastructure	☒	☐
• Local government infrastructure, procurement and contractor controls	☐	☒
Experience		
• Asset, facilities, maintenance, or related operational environment	☐	☐
• Asset registers, GIS/spatial data or asset management systems	☐	☒
Qualifications		

Position Requirements		
• Relevant asset management, building or facilities maintenance qualification, or equivalent experience	☐	☒
Licenses and checks		
• Current WA C Class Driver's License	☒	☐
• Construction Induction (White Card)	☒	☐

General Physical Requirements

An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following:

	Frequency (☒ as required)					Frequency (☒ as required)			
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☐	☒	☐	☐	Climb/Balance	☐	☐	☒	☐
Walk	☐	☒	☐	☐	Crouch/Kneel	☐	☒	☐	☐
Sit	☐	☒	☐	☐	Talk/Hear	☐	☒	☐	☐
Handle	☐	☒	☐	☐	Taste/Smell	☐	☒	☐	☐
Reach	☐	☒	☐	☐					

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate precautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

Organisational Relationship

Executive Manager Infrastructure & Assets

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ASSET AND MAINTENANCE OFFICER

Works with: Works crews, contractors, suppliers, Finance/Corporate Services and other Shire teams.

Extent of Authority and Accountability

Working under general direction of the Executive Manager Infrastructure and Assets, the incumbent coordinates routine inspections and maintenance actions and liaises with contractors within approved procedures. The position does not exercise statutory delegations unless separately authorised. Financial authority is limited to approved purchasing authority, budget and procurement controls.

Extent of Authority and Accountability
*Classification is indicative only and must be confirmed through formal classification assessment against the applicable industrial instrument before appointment.

General Corporate Accountabilities	
Accountability	**Required Standard**
Work Health and Safety	Take reasonable care for own health and safety and ensure acts or omissions do not adversely affect others. Follow reasonable WHS instructions, use required PPE, report hazards/incidents, participate in risk controls and meet supervisory/officer/contractor responsibilities where applicable.
Code of Conduct and ethical behaviour	Comply with the Shire Code of Conduct, values, conflicts of interest, gifts, secondary employment, confidentiality and professional conduct requirements.
Customer service and community focus	Provide respectful, timely and helpful service to residents, visitors, businesses, community groups, contractors, elected members and stakeholders within the scope of the role.
Records and information management	Create, capture and maintain complete and accurate records in approved Shire systems in accordance with the Shire Recordkeeping Plan and lawful retention requirements.
Equal opportunity and respectful workplace	Contribute to a workplace and service environment that is inclusive, lawful and free from discrimination, harassment, bullying and victimisation.
Child safety and vulnerable people	Where the role involves children, young people or vulnerable community members, comply with relevant screening, reporting, supervision, privacy and safeguarding requirements.
Financial stewardship and procurement	Use Shire resources responsibly and comply with procurement, purchasing, asset, fleet, receipting and financial controls relevant to the role.
Emergency management and business continuity	Support emergency management, service continuity, public information and facility response activities when allocated and trained to do so.

Employment Conditions and Roster Notes	
Condition	**Details**
Ordinary hours and roster	Permanent full-time. Ordinary hours and roster as specified in the letter of offer and applicable industrial instrument.
Overtime / penalties / on-call / call-back	May be required where operationally necessary; authorisation and payment/TOIL arrangements are in accordance with the applicable industrial instrument and Shire procedure.

Employment Conditions and Roster Notes	
Condition	**Details**
Part-time agreed additional hours	Not applicable to this full-time position.
Leave restrictions / peak periods	Operational requirements may affect leave timing during programmed works, emergencies or critical service periods, subject to lawful leave arrangements.
Uniform / PPE / equipment	Shire-provided PPE and equipment must be worn/used and maintained as directed.
Travel / accommodation / vehicle	Travel between Coolgardie, Kambalda and Shire worksites may be required. Shire vehicle use is subject to authorisation and policy.
Remote work / flexibility	This is primarily an on-site/field-based role; remote work is generally not applicable.

Position Description Certification	
Prepared by: People, Culture & Safety	Effective Date: [insert]
I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description. I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities. Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.	
Staff Signature:	Date:

Approval	
Approved by	Chief Executive Officer / delegated approver
Position	[insert position]
Signature	
Date	

Attachment A - Task List / Activity Schedule

This attachment converts the Service-to-Role Responsibility Matrix into practical PD duties. A = Accountable, R = Responsible, S = Support, C = Consulted, I = Informed. Kambalda-only service lines are excluded unless cross-town support is assigned by the CEO or Executive Manager.

Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
1	Asset management	Maintain asset registers; undertake condition inspections; capture condition, location and lifecycle data.	Scheduled / ongoing	R	Current register; inspection records	Asset/GIS/records system	Field, public and data-quality risks	Review at least annually
2	Maintenance	Assess and prioritise requests; scope and coordinate approved maintenance; verify completion.	Daily / as required	R	Work orders; scopes; completion evidence	Maintenance / records system	Escalate urgent or structural defects	Monitor open actions
3	Contractors	Coordinate access, scope, inductions, insurance/licence evidence and completion of contracted works.	As required	R	Contractor file; completion evidence	Procurement / records system	WHS, procurement and contractor controls	Per engagement
4	Asset planning	Support valuations, renewals, budgets, AMP updates and forward works planning with reliable data.	Monthly / annual	S	Budget and renewal inputs	Asset / finance records	Accuracy and financial controls	Budget cycle
5	Projects	Support minor renewal/capital projects with inspections,	As required	R/S	Project records; close-out	Project / records system	Scope, cost, quality and WHS	At project close

Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
		measurements, records and coordination.						
6	Public safety	Identify, isolate where practicable, report and escalate unsafe assets and public hazards.	Immediate / as required	R	Hazard record; action evidence	WHS / maintenance system	WHS Act 2020; public safety	Until closed
7	Reporting	Provide asset, maintenance and service-level information for management reporting.	Monthly / as required	R	Status / exception reports	Approved Shire systems	Records and data integrity	Monthly
8	Emergency support	Support urgent infrastructure and recovery works when authorised and trained.	As required	S	Response / work records	Incident / works records	Emergency and fatigue controls	Post-event

Attachment B - Key Duties, Accountabilities and Expected Outputs

Key Duties, Accountabilities and Expected Outputs		
Accountability Area	**Key Duties / Responsibilities**	**Expected Outputs / Evidence**
Service delivery / operations	Maintain asset registers; undertake condition inspections; assess and coordinate maintenance requests; verify completed works.	Current asset data; inspection records; closed work orders; service-level evidence.
Customer and community service	Record and respond to asset/maintenance requests; provide clear updates within role scope; escalate complaints appropriately.	Customer request records; timely referrals and responses.
Compliance, governance and records	Maintain inspection, asset, work-order and contractor records; comply with recordkeeping and applicable technical requirements.	Complete and auditable records; accurate asset information.
People, contractors and volunteers	Coordinate contractors and internal crews for assigned works; confirm scope, access and required contractor documentation.	Clear work instructions; contractor evidence; completion records.
Budget, assets and procurement	Obtain quotes and support purchasing within authority; provide asset data for budgets, valuations and renewal planning.	Compliant procurement records; reliable budget and renewal inputs.
Projects, events and improvement	Support minor renewal/capital works and identify preventative-maintenance and service improvements.	Project records; improvement actions; close-out evidence.
Risk, WHS and incident response	Identify and escalate unsafe assets; apply field risk controls; report hazards, incidents and near misses.	Hazard/incident records; timely controls and escalation.