



GIS and Civil Assets Engineer

Business Unit	Environment & Infrastructure
Areas of Responsibility	GIS and Spatial Data Management of Assets. Civil Assets and Stormwater Management Project management. Capital Works Project Management.
Team	Civil Assets and Operations
Classification	EBA Level 8
Reporting to	Manager, Civil Assets and Operations
Positions Reporting to it	External Consultants and Contractors
Position	Full Time - Ongoing
Employment Condition	City of Port Lincoln Enterprise Bargaining Agreement 2022-2025



Economic Growth and Opportunity
We will be an innovative, diverse and growing local economy



Liveable and Active Communities
We will be a healthy, safe, inclusive and empowered community



Governance and Leadership
We will be strategically driven, community aware and accountable



Sustainable Environment
We will be clean, green, renewable and resilient



Community Assets and Placemaking
We will be a welcoming, liveable and accessible City

OUR VALUES



RESPECT

We are **Approachable | Considerate | Empathetic | Inclusive
Professional | Understanding**

- We are **open to constructive feedback and ideas** from everyone.
- All people feel **accepted** and **valued** in the workplace.
- Everyone has the opportunity to be **heard**.



INTEGRITY

We are **Accountable | Consistent | Authentic
Trustworthy | Genuine**

- We **do what we say we do**, and **speak up** beforehand if we can't.
- We act **honestly** and **transparently**.
- We **own our decisions**, **celebrate** our successes, and **learn** from our mistakes.



INNOVATION

We are **Inspiring | Progressive | Adaptive**

- We **empower** our people to **improve** the **effectiveness** and **efficiency** of their work.
- We are **flexible** and **open-minded** to change.
- We find ways to do **more with less** (except for safety!)
- We **think differently** and **apply learnings**.



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How does this Position contribute to our Community?

The GIS and Civil Assets Engineer contributes to the community by ensuring Council assets and infrastructure are maintained to standard, for the public's use.

What does this Position do?

The position of GIS and Civil Assets Engineer is multi-faceted, overseeing data management for the asset management system and spatial data, supporting Council's asset management process. Developing and maintaining accurate spatial data, providing GIS support, and maintaining the internal mapping system. Reporting to the Manager, Civil Assets and Operations, this position also involves delivering Capital Works projects, managing stormwater quality and quantity, designing stormwater systems, and overseeing consultants.

Key Objectives

Assets and GIS:

- Work collaboratively in the development, implementation and maintenance of an asset management and spatial systems including data capture, condition audits, asset management planning, revaluations, defect implementation and spatial projects.
- Assist in developing spatial projects that support Council's strategic asset management plan, data collection and asset condition audits and revaluation.
- Assist the development of policies and procedures documenting the asset management and spatial system processes, including workflows and prioritisation of tasks.
- Participate in and develop asset management and spatial system governance policies.
- Through the GIS platform, assist with the beginning of financial year processes, including preparatory work for new projects.
- Assist with asset condition and life-cycle assessments.
- Facilitate training of internal staff in GIS platforms.

Civil Assets Project Management:

- Offering expert advice on stormwater flooding and water quality for development proposals.
- Addressing and mapping public inquiries regarding stormwater flood incidents.
- Delivering precise design solutions and plans for civil and stormwater projects.
- Creating accurate cost estimates for civil engineering project designs.
- Ensuring that capital works programs are executed and implemented in accordance with prepared specifications in line with Council guidelines, policies, and procedures.
- Assisting with required community consultation for capital and renewal projects.
- Engaging and overseeing contractors and consultants throughout project lifecycles.
- Preparing detailed technical and council reports for various purposes, including community consultation and internal use.
- Reporting of incidents, near miss, injuries, property damage, and identified hazards.
- Take reasonable care to protect their own safety and the health and safety of others.
- Follow reasonable instruction on health and safety and injury management.
- Actively participate in training and WHS programs as required.

- Assisting in the development and execution of stormwater capital projects, long-term planning, system modelling, and retrofitting runoff.

Essential Qualifications, Experience, Knowledge & Skills

- Experience, and/or professional development working with Civil Engineering projects.
- Strong knowledge of asset management principles, with demonstrated experience in asset management practice.
- Demonstrated High level multi-aspect problem-solving skills.
- Experience in the development of geographic information system and asset data analysis as it relates to asset management, particularly using Conquest.
- Relevant experience in civil engineering, assets management and capital project management with considerable experience in similar positions.
- Proficient in the use of Microsoft Office Suite and Conquest GIS
- Experience in capital works project management.
- Proficient in both written and verbal communication, with strong negotiation skills.
- Skilled in consulting with a diverse range of internal and external stakeholders.
- Drivers Licence Class C.

Desired Qualifications, Experience, Knowledge & Skills

- Tertiary Qualifications in Civil Engineering, Environmental Engineering, or related degree in sciences with a sound knowledge of GIS and spatial asset management principles
- Must be able to work under minimal supervision and use initiative and judgement based on the application of established principles, techniques, and methods.
- Strong knowledge of asset management principles, with demonstrated experience in asset management practice.
- Demonstrated high level problem-solving skills.
- Experience in developing strategic asset management plans and procedures in accordance with AS/ISO 55000: 2014 is advantageous.
- Experience in the use of Conquest GIS or related asset management platforms and ability to analyse of asset data, as it relates to asset management.
- Three (3) to five (5) years' experience in civil or capital projects management, and/or civil asset management with considerable experience in similar positions.
- Proficient in the use of Microsoft Office Suite and compatible Assets and GIS management systems.
- Experience working in Local Government, or similar role or industry.

Key performance indicators

- Timeliness of System Development and Maintenance.
- Quality of Policy and Procedure Development.
- Effectiveness of Training Sessions conducted for internal staff on GIS platforms.
- Compliance with Council Guidelines.

Corporate Requirements

We expect employees of the City of Port Lincoln to embrace the below principles

POLICY & PROCEDURE	Observe and adhere to Council Policies, Procedures and Best Practice Statements. Comply with Record Management requirements as per the State Records Act 1997.
WORK PLACE FLEXIBILITY	Council acknowledges that a multi-skilled workforce provides a broader range of skills which bring a greater flexibility to the work area, you may therefore be asked to comply with reasonable direction to perform duties outside of the scope of the position description. Employees are responsible for managing their leave and accrued time so that entitlements do not impact negatively on their work team.
WHS & RISK MANAGEMENT	Adhere to Council’s Work Health & Safety (WHS) and Risk Management requirements including participating in the review of Policies and Procedures. Contribute to a constructive culture where safety is placed first.
RECORD KEEPING	Employees are responsible and accountable for adequately managing the corporate records they create and receive according to relevant policies, procedures, and legislation, including the State Records Act.
TEAM WORK	Proactively participate in your work team and comply with the Code of Conduct for Council Employees 12.63.12.

ACKNOWLEDGEMENT

This position description has been designed to indicate the general nature and level of work performed by employees in this position and classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks and responsibilities required of employees assigned to the role.