



Position Description

A. POSITION PROFILE

Position:

GIS & Assets Officer

Position Evaluation:

Band 2 Level 2

Salary System Grade: 13

Conditions of Employment:

*Australian Citizen or Right to Work in Australia
Local Government (State) Award 2023
Permanent Full-time*

Additional Benefits:

*70 Hour Nine Day Fortnight
12% Superannuation*

Position Occupant:

Vacant

Department:

Operations

Section/Group:

Engineering Cootamundra

Location:

Cootamundra Gundagai

Direct Supervisor:

Operations Engineer

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

Develop and maintain geographic information systems (GIS) and asset management systems to record all Council assets including details such as location, cost, and condition, and ensure such systems are maintained and accessible.

To plan and carry out asset inspections and survey, in a timely manner, for roads, footpaths, culverts, bridges, stormwater drainage, water and sewerage facilities and other capital or maintenance works projects, including public recreational facilities, to ensure the location and condition of the asset is adequately determined and monitored.

To assist in the development of asset maintenance programs based on condition inspections of Councils assets and monitor infrastructure and buildings performance.

C. KEY RESPONSIBILITIES & DUTIES

1. Develop, maintain and upgrade geographic information systems (GIS) using QGIS or an equivalent software, using visual imagery (drone survey or lidar), survey, GPS data and asset registers to identify existing assets.
2. Capture and maintain currency of Council's Geographic Information System (GIS) information and assets database in accordance with Council's plans, policies and strategies.
3. Administer all aspects of council's Reflect and Recover, Property and other relevant software, and ensure full operation and utilisation of functionality including updates and license agreements.
4. Develop, implement and record details of an annual program for the inspection of Council's assets.

POSITION NUMBER

DATE ADOPTED:

March 2026

APPROVED BY:

Acting
Deputy General
Manager
(Operations)

LAST REVIEWED:

January 2024

5. Identify the condition of each asset in the asset register assist in the development of asset maintenance programs based on condition inspections of Councils assets and monitor infrastructure and buildings performance.
6. Liaise with internal and external stakeholders to ensure asset management service deliverables and operational needs are met, including accurate and timely capture and evaluation of condition, performance, valuation, and other key asset data.
7. Assist to develop strategic planning and asset maintenance systems that forecast and analyse Council's asset base and produce maintenance, management, and improvement programs for all asset groups.
8. Undertaking Rural addressing and updating as required and liaise with other departments to ensure the provision and maintenance of their and Council's asset management and GIS needs.
9. Assist with the application for Grant Funds for engineering and technical projects and enhancement of Council infrastructure.
10. Prepare analytical data, correspondence, reports, and presentations and maintain data bases as required.
11. Liaise with GIS Software suppliers regarding GIS product issues and solution enhancement opportunities.
12. Complete relevant paper and computerized records in a timely manner.
13. Operate equipment to undertake surveys, CCTV, Drones or other as relevant to capture councils' assets and infrastructure as required.
14. Work cooperatively and productively with the team, internal / external customers, and suppliers in order to ensure the quality of output and development and maintenance of a positive and productive team environment.

E. ESSENTIAL CRITERIA

1. Experience and qualifications in Engineering, Surveying and Spatial Information Services, or other related discipline experience.
2. Current C Class Driver's Licence.
3. Demonstrated knowledge and experience in all aspects of the collection, asset valuation, asset maintenance and reporting of GIS and related information.
4. Proficient in the use of MS Office and Spatial Information systems e.g. AutoCAD, QGIS, Intramaps etc.
5. Demonstrated expertise in computer-based asset management systems and spread sheeting.
6. Ability to develop productive interpersonal relationships through effective communication both orally and in writing.
7. Working knowledge of roles and responsibilities under the WHS Act 2011.
8. Demonstrated understanding of Crown roads reserves and addressing issues arising.
9. WH&S Construction Induction Certificate (White Card).

F. DESIRABLE CRITERIA

1. Diploma of Surveying or Diploma of Spatial Information Services.
2. Remote Pilot Licence (RePL) .
3. Experience in Local Government.
4. Experience in the use of QGIS software and CIVICA suites including REFLECT & RECOVER.
5. Previous experience in an asset inspector or routine maintenance inspection role.
6. Previous experience in a Geographic Information System (GIS) Officer role.