



POSITION TITLE: GIS / ASSETS OFFICER
DIRECTORATE: BUSINESS SERVICES
SECTION: ASSETS

1. REMUNERATION

Grade 11 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Asset Management Coordinator

b) Positions directly reporting to this position:

Nil

3. PURPOSE

The purpose of this position is to provide Geographic Information System (GIS) and asset management services to Griffith City Council. The position provides mapping services, training and support to all areas of council. The position ensures consistent development and application of Council's GIS mapping procedures and standards to continually improve quality and timeliness of GIS products and services.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Operational Asset managers
- Property administration staff
- Planning staff
- Customer Service staff
- Engineering design staff
- External staff

External

- Government departments and agencies
- GIS Consultants
- Consultants engaged by other council departments
- Members of Public/Residents
- Police and Local Emergency Services

- GIS User groups
- Community groups

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures

- Comply with Local Government State Award
- Comply with Council's Code of Conduct, Policies and Procedures at all times
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position

Customer and Community Relations

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times

Work, Health and Safety

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities

Teamwork

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace

Record Keeping

- Ensure accurate and timely record keeping in accordance with Council's requirements

Training and Development

- Actively participate in Council's training and development programs as required

Continuous Improvement and Innovation

- Promote the development of more efficient work practices

Environment

- Consider the protection of the environment when undertaking all Council activities

General

- Perform other duties as required consistent with the level of competencies of the position
- Ensure efficient and appropriate use of Council resources when carrying out work
- Accomplish tasks while working under limited / minimum supervision

6. PRINCIPAL ACCOUNTABILITIES

- Management of GIS and Asset related Customer Requests
- Development and application of mapping standards and procedures
- Efficient and timely delivery of quality GIS mapping services and products to internal and external customers

7. KEY DUTIES

- Management of GIS and Asset related customer requests within Council's Customer Request system to ensure timely responses to requests.
- Regular reporting the team's Customer Request status to ensure workload is quantified and managed according to agreed performance targets.
- Work with Council's operations and utilities staff to ensure continuous improvement of asset related data within assets and geographic information systems.
- Work with Planning and Customer Service staff to ensure planning layers are kept up to date with legislation and staff requirements to ensure staff are able to efficiently access accurate planning information.
- Work with internal and external customers to understand mapping requirements and provide clear guidance to customers on what can be achieved within agreed timeframes.
- Develop procedures for work tasks to ensure consistent and timely performance of tasks and delivery of outcomes
- Lead the development of mapping standards to ensure consistent symbology and layout is applied across all mapping products and Council's spatial data portal (IntraMaps)
- Provide IntraMaps training for internal and external staff.
- Efficient production of accurate mapping products for internal and external customers using QGIS and other software
- Management of updates to spatial data particularly assets, planning and property related datasets.
- Organise and conduct fieldwork including GPS location of assets, data capture and liaison with outdoor staff to ensure accurate locations for assets and other items are recorded in GIS.

8. COMPULSORY REQUIREMENTS

Nil

9. SELECTION CRITERIA

Essential

- Certificate III in Spatial Information Services (GIS) or related field, or demonstrated experience in operation and maintenance GIS/Mapping applications.
- Demonstrated experience in development of procedures and work instructions.
- Demonstrated experience in development and application of mapping standards
- Hold a current Class "C" (minimum) driver's license or equivalent.
- Demonstrated experience of using relevant software, particularly in GIS, Word, Excel other Microsoft office.
- Demonstrated ability to manage and priorities multiple projects in a timely manner.

Desirable

- Demonstrated understanding of Asset Management principles.
- Demonstrated ability to provide training to individuals and groups.
- Demonstrated knowledge and experience with QGIS and IntraMaps.
- Sound experience in asset maintenance and renewal for infrastructure assets
- Experience in maintenance of GIS and/or asset management in a Local Government environment.

- Demonstrated ability to apply technical skills in order to make decisions relating to asset data interpretation, collection and input.
- Demonstrated understanding of survey plans and the land title systems.
- Demonstrate knowledge and use of GPS, AutoCAD, data capture and processing.

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

- I Infrequent: exposure to the physical factor two – three times a year on average
- O Occasional: exposure to the physical factor less than twice a week on average
- F Frequent: exposure to the physical factor 3 - 4 times a week on average
- C Constant: exposure to the physical factor more than 5 times a week on average
- R Repetitive: exposure to the physical factor multiple times in an hour
- S Seasonal: Activity involves seasonal variations
- N/A Not Applicable
- ≡ Winter
- * Summer

Demands	Description	I	O	F	C	R	S	NA
Physical Demands of Job Tasks								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels				X			
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery		X					
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				X			
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.			X				
Standing	Tasks involve standing in an upright position without moving about			X				
Driving	Tasks involve operating any motor powered vehicle				X			
	Tasks involve driving vehicle on unsealed roads.				X			
Sitting	Tasks involve remaining in a seated position during task performance					X		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.				X			
Walking/Running	Tasks involve walking or running on even surfaces				X			
	Tasks involve walking on uneven surfaces				X			
	Tasks involve walking up and / or down slopes				X			
	Tasks involve walking whilst pushing/pulling objects				X			
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant				X			
	Tasks involve climbing over or under machinery			X				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.				X			
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms				X			
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.			X				
	1. Light lifting/carrying (0-9 Kg)			X				
	2. Moderate lifting/carrying (10-15 Kg)		X					
	3. Heavy lifting/carrying (16 Kg and above)	X						
Restraining	Tasks involve restraining animals / objects							X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.			X				

Demands	Description	I	O	F	C	R	S	NA
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - E.g. chainsaw, whipper snipper, jackhammer, drills, grinders.							X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.				X			
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				X			
Sensory Demands of Job Tasks								
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.					X		
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment			X				
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals			X				
Exposure to Chemical Hazards								
Dust	Tasks involve working with dust - e.g. sawdust		X					
Gases	Tasks involve working with gases		X					
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.		X					
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis		X					
Working Environment								
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room			X				
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia		X					

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description reviewed: June 2019

Job Evaluation Assessment Date: 24/06/2019

I accept the requirements of the position description and I can deliver its required outputs.

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(print name)

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(signed)

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(date)