

POSITION DESCRIPTION

Position Title:	Asset Maintenance Administration Officer
Position Number:	11149
Directorate:	Strategic Projects and Infrastructure
Reports to:	Manager Asset Maintenance
Department:	Asset Maintenance
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	Level 4

1. POSITION OVERVIEW

The Asset Maintenance Administration Officer will be joining a team of professionals in the Asset Maintenance Department and will be assisting the leadership team and Manager in the delivery of operational infrastructure activities and functions through the provision of administration.

1.1 Position Objectives

The Asset Maintenance Administration Officer is responsible for the provision of a broad range of administrative support, to assist the programs and schedules of Asset Maintenance Teams, particularly in the areas of responding to phone, email or in person queries from employees and customers, monitor staff training requirements, maintaining filing systems, record management processes, data collection and the timely support to the teams.

2. DUTIES & RESPONSIBILITIES

2.1 General

- Ensure effective communication regarding responsibilities to all key stakeholders.
- Attend to public enquires and taking and distributing messages, by phone, email or face to face while managing the front reception.
- Assist with purchase orders and stores requisitions in liaison with Depot Services.
- Assist with the collation and capturing of records and data in line with the City's record keeping policies and systems.
- Preparing and formatting and distributing professional documents as required.
- Ongoing administrative support to all teams within Asset Maintenance as requested.

2.2 Administration Support

- Assist and administer in works processes, including service requests, invoicing, and recording.
- Administer, action, and respond to the City's Report It requests.
- Assist in the administration and record keeping of schedules, and inspections throughout the Asset Maintenance Department.
- Assist in the administration and record keeping of Contractor licensing, inductions, insurances, certifications, and safety evaluations.
- Maintain and arrange, training records, licensing, and certifications, where required.
- Assist in maintaining and updating the Safety reporting.
- Assist in generating, recording, and closing of work orders.

- Assist the Department Supervisors and Operations Leading Hands with daily staff timesheets and account codes.
- Administer operational project and maintenance progress spreadsheets.
- Administration of Action Requests and recording into the Asset Management System.
- Support minor projects when required.
- Assist with value management when required.
- Organise and manage departmental meetings including meeting room bookings, preparing, and distributing agendas and minutes, liaising with the Strategic Projects and Infrastructure EA as requested.
- Write and maintain Asset Maintenance processes and procedures in the Process Manager system.
- Assist in the creation and review of Council reports for the monthly council meetings as requested and within skill level.
- Draft letters for approval by the Manager Asset Maintenance as requested.
- Assist in the preparation of letters and documentation for tender within the process and under guidance of the Contracts Administrator, relevant Coordinators and Manager Asset Maintenance.
- Carry out other duties as requested by the Manager Asset Maintenance within skill level.

2.3 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation, and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under the regular supervision of the Department Manager, Coordinators and Supervisors.
- Works in accordance with approved Council's policies, procedures, and guidelines.

3.2 Judgement and Problem Solving

- Ability to problem solve with solutions found in established processes and procedures.
- Ability to be well organised, multi-skilled and manage tight and demanding deadlines.
- Demonstrated customer service skills

3.3 Specialist Knowledge and Skills

- Developed verbal and written communication skills (including report writing) with a high level of attention to detail, accuracy, and confidentiality.
- Excellent public relations skills.
- Developed computer skills including proficiency in Microsoft Office products including Word, Excel, and PowerPoint, sufficient to be able to prepare reports and spread sheets.
- Knowledge in CiAnywhere and Synergy software systems or willing to undertake training.

3.4 Interpersonal Skills

- Developed interpersonal and negotiation skills to enable the effective communication with stakeholders, multi-disciplined teams, and external consultants.
- Demonstrated ability in the areas of time management, working autonomously and within a team.
- Ability to organise, prioritise and plan own time and work to achieve performance objectives.

3.5 Qualifications and Experience

- Certificate in Business or relevant administration experience is essential.
- Previous work experience within an engineering, operations, or maintenance department in an administration capacity.
- Experience in providing administrative support in a multi-disciplined working environment, sufficient to coordinate multiple projects and deadlines through effective planning and problem-solving techniques.
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old).