

**Assets & Project Officer**

**Contract**

**Full Time**

**Salary Range – Grade 4:**

**\$ 92,941- \$ 99,761 p/a**



## **About Us**

We are proud of what we achieve for our community and we empower and value our staff by recognising achievements and delivering on our promises. We are respectful, innovative and easy to do business with and we engage our community to inspire progress and build a future. We enjoy what we do!

## **About the Opportunity**

We're looking for an **Assets & Project Officer** to join the Engineering Team, reporting to the Development Engineer. This position is responsible for managing minor civil works projects as required for Council infrastructure including, but not limited to, roads and kerbing, private works affecting Council infrastructure, works by service authorities, and council facilities.

This is a fixed term position until 28 August 2026.

### **What You'll Do:**

- Deliver excellent customer service and maintain positive relationships with internal teams, contractors, and the community.
- Collect, assess, and update asset data (roads, buildings, coastal infrastructure) in Council systems.
- Manage and deliver minor civil works projects, ensuring compliance, safety, and stakeholder communication.
- Monitor asset conditions, report issues, and support continuous improvement of processes and practices.
- Prepare cost estimates, assist with budgets, and ensure projects are completed on time and within budget.

### **What We're Looking For:**

- A Relevant engineering qualification or substantial experience in asset management, civil construction, and project management.
- Holds an unencumbered Australian drivers licence
- Strong understanding of legislation, standards, and best practices in asset management, construction, and environmental activities.
- Knowledge of GIS, project and contract management, budgeting, and civil engineering principles.
- Experience with asset management software and proficiency in Microsoft Office (TechnologyOne desirable).
- Familiarity with building and infrastructure maintenance, local government operations, and project management methodologies.

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- Ability to manage financial aspects of projects, including cost estimates and civil unit rates.
- Knowledge of project management principles and methodologies.
- Working knowledge of local government business operating environment.
- Knowledge of budget management, including civil unit rates and project cost estimates
- Knowledge of civil engineering practice.

**What we offer:**

- Flexible working options
- Career development opportunities
- Health and wellbeing programs
- Attractive and competitive remuneration
- Recognition of achievements
- Employee Assistance Program

**To Enquire and Apply:**

To find out more about the role contact Bao Vo on 8229 9806

Only applicants who address and meet the essential criteria in the Position Description will be considered.

**Applications close at 9am on 26 January 2026.**

Candidates may be required to undertake DHS Screening.