



Murrindindi
Shire Council

Position Description

**Asset Protection
Officer – Engineering
Services**

Professionalism Integrity Accountability Empathy





Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.
We focus on growing our business opportunities.
Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

Asset Protection Officer

JOB NUMBER

638

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 5

SIGNATURE _____

GROUP

Assets & Environment

DEPARTMENT

Sustainability & Assets

APPROVED BY

Manager Sustainability & Assets

DATE

September 2026

Position Overview and Objective

The Asset Protection Officer – Engineering Services plays an important part in protecting the council assets and ensuring the safety for the community. Responsible for undertaking inspection following asset protection permit application as required to ensure Council assets are not negatively impacted, where required, inspecting works in accordance with the requirements of Council and all relevant authorities and standards to ensure safety.

This role is ideally suited to an experienced civil works operator or technical officer with a range of skills and experience across minor works, capital works, project management, and limited contractor supervision in a municipal environment.

Key Responsibilities

- Inspection for All Asset protection permits specifically covers:
 - Vehicle Crossings
 - Works within the road reserve
 - Follow-up inspections to assess damage associated with building permits
 - Inspections and compliance activities as directed
- Undertake inspection for compliance with Legal point of Discharge permits for stormwater management.
- Undertake request inspection from the public, which may have asset protection implication
- Undertake inspections and signoff for small scale construction works
- Complete required inspection checklists and record them in the Council document management system.
- Assist with counter and telephone enquiries on matters relating to customer service queries and other technical matters of an engineering nature.
- Work co-operatively as a member of the Council team.
- Present a positive image of the Council in all dealings with the community.
- Other tasks as directed.

Organisational Relationship

Reports to:	Coordinator Engineering Services
Supervises:	Nil
Internal Relationships:	All Council staff
External Relationships:	Customers, Contractors, Developers, State Departments and Service Authorities.

Key Selection Criteria

- Demonstrated knowledge and experience in civil and general construction works within Australia.
- Good written and verbal communication skills and the ability to instruct contractors. Ability to work independently and prioritise tasks.
- Sound research, analytical skills and attention to detail.
- Ability to problem solve and negotiate with both internal and external stakeholders.
- Ability to use computer systems and software used by the organisation, including GIS, MS Office and email.

Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	"All" employee
Drivers Licence / Ability to travel	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
Physical Requirements	This role has specific physical requirements which may include a level of physical fitness or ability associated with tasks. May include manual handling activities, lifting of weights, bending, twisting, working at height, operating specialised equipment.
Psychological Requirements	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.
Checks	Police / Criminal Record Check Yes – on commencement and during employment by self-disclosure obligation. Evidence of rights to work in Australia Required Working with Children Check Not required for this role
Matters relevant to the above checks	Deals directly with members of the public
Information Technology Literacy	Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.
Work location conditions	Hybrid - In accordance with Flexible Work Policy
Outside ordinary hours of work	No regular requirement to work outside, after-hours, on weekends or public holidays
Qualifications / Registrations / Licences / Memberships	As per key selection criteria

Band 5

Accountability and extent of authority	• Be accountable for the quality, effectiveness, cost and timelines of the programs, projects or work plans and for the safety and security of the assets being managed. • Give support to more senior employees. • If appropriate, supervise resources and follow clear objectives and/or budgets with frequent prior consultation with more senior employees and regular reporting to ensure plans are met. • If supervising employees, ensure these employees are trained in safe working practices and in the safe operation of equipment and are made aware of all occupational health and safety policies and procedures.
Judgment and decision making	• Undertake well defined objectives by selecting from a range of alternative methods, technology, processes or equipment. • Deal with complex or technical problems using solutions not related to previously encountered situations. Apply creativity and originality where required. • Guidance and counsel may be available within the time available to make a choice.
Specialist knowledge and skills	• When supervising others, have a thorough understanding of the relevant technology, procedures and processes used within the operating unit. • Understand the role and function of the senior employees to which they provide support. • Understand the long term goals of the work unit and an appreciation of the long term goals of the wider organisation. • Understand the function of the position within its organisational context, including relevant policies, regulations and precedents. • Provide direction, leadership and structured training or on-the-job training to supervised employees or groups of employees.
Management skills	• Manage time, set priorities and plan and organise own work and that of supervised employees to achieve set and specific objectives. • Set objectives in the most efficient way possible within the resources available and within a set timetable. • Understand and implement basic human resource policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.
Inter-personal skills	• Gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees or groups of employees. • Write reports in field of expertise and prepare external correspondence of a routine nature.
Qualifications and experience	• TAFE certificate or associate diploma. • May have a degree or diploma course coupled with less or no relevant work experience or less formal qualification with relevant work skills • Or may have relevant experience and work skills commensurate with the requirements of work in this Band.



Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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