



Job description

Title	Asset Management Specialist: Mechanical
Number	3AI229 / 100634
Group	Operations & Infrastructure
Division	City Waters
Reports to	Team Leader: Asset Management Planning
Direct reports	Digital Engineering Asset Specialist - Mechanical & Electrical
Date	14/04/2026

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Matauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to provide expert advice and support to Activity Managers on Mechanical and Electrical Assets and to undertake Asset Management Planning including renewal forecasting, development and optimisation of asset data and information systems with a focus on Water, Wastewater and Stormwater.

Key outcomes

Expert asset management advice and support is provided.	<ul style="list-style-type: none">• The Asset Management Plans are updated and issued due time and contains relevant information for Activity Managers to optimise asset life cycle management decisions, levels of service and performance measures.• Customer and technical levels of service and performance indicators are linked, monitored and reported on.• Risk management plans are in place and mitigations and controls are in development.
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	<ul style="list-style-type: none"> • Recommend and implement Improvement projects and corrective measures in line with asset management plans and as discussed with the activity manager.
<p>Processes for an efficient Renewals and Rehabilitation Planning and Forecasting are developed.</p>	<ul style="list-style-type: none"> • Renewals and rehabilitation asset strategies are developed and updated in PowerPlan / Infor, to generate priority renewals lists and provide renewals forecasting and budgets based on current information. • Valuations contain all mechanical, electrical and structural plant information and information is complete and accurate. • Develop condition assessment methodologies and strategies and assist asset management teams to implement condition assessment programs for mechanical, electrical and civil assets. • Accurate and up to date project information is recorded in the Council's long-term planning systems.
<p>Mechanical and electrical expertise and asset information for ongoing improvements is provided.</p>	<ul style="list-style-type: none"> • System and end user requirements are determined • Provide mechanical and electrical expertise and asset information for ongoing improvements to the Asset Management Information System platforms and software (e.g. Infor, BIM projects, Infrastructure Data etc.). • Participate in the implementation of information systems and tools in the mechanical and electrical information environment (e.g. Infor, Infrastructure Data etc.) • The Infrastructure Development Code (IDC) is supported with information to guide Mechanical and Electrical asset design, selection and procurement. • Reports and data views are available to asset managers and maintenance contractors to perform the required operational and maintenance tasks and functions
<p>Co-ordinate and facilitate Asset Information Requirements and Capture</p>	<ul style="list-style-type: none"> • Development of information and data requirements for mechanical, electrical and structural plant asset types for asset information systems, as-built purposes and operational purposes. • Co-ordinate and participate in the capture of as-built mechanical and electrical asset information incorporating the Infrastructure Information Specialist (Mechanical & Electrical) • Asset information is updated in conjunction with the Information Specialists in an acceptable structure and format for asset managers, AMS users and contractors to perform their duties and tasks.

	<ul style="list-style-type: none"> • Asset information for Mechanical and Electrical assets match engineering CAD drawings and P&IDs of plant assets and systems. • Asset information is available and trusted. • Asset failure trends and issues are identified and resolved proactively. • Data collection processes are more efficient. • As-built information is received in time and accurately captured.
Lead the Asset Management Planning (Mechanical & Electrical) team effectively	<ul style="list-style-type: none"> • Set clear objectives and standards, actively address people related issues. • Supports team members to overcome roadblocks.
Climate Change and Energy Solutions Management	<ul style="list-style-type: none"> • Investigate energy solutions and manage electricity shutdowns as Council's point of contact. • Investigate, participate and facilitate climate change, sustainability and reduction of carbon emission initiatives and projects at Waters plant and equipment sites e.g. Cogen at Chapel Street, Climate Change workshops etc. • Onsite electricity is optimized. • TCC staff are informed in advance of electricity shutdowns and disruptions are minimized and well managed.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none"> • Tertiary qualification in Business, Engineering or Asset Management. • At least 5-10 years' experience in Infrastructure Asset Management including Āpōpō / IPWEA / ISO55000+ publications and training.

Here to make Tauranga better



WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections