



TaurangaCity

Job Description

Title	Digital Engineering Asset Specialist - Mechanical & Electrical
Number	100983
Group	Operations & Infrastructure
Division	City Waters
Reports to	Asset Management Specialist: Mechanical
Direct Reports	N/A
Date	31/07/2024

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, Mātauranga Māori and our partnership with tangata whenua.

Job Purpose

The primary purpose of this role is to structure, capture and maintain Civil, Mechanical and Electrical asset data and information in all corporate asset management systems. Collaborate, liaise, and support users and contractors to enable them to provide and use the information for their operational and management decisions and to implement Digital Engineering (DE) principles for Three Waters Plant assets.

Key Outcomes

Development of Structured Asset Data and championing of Digital Engineering processes that ensure asset data requirements are efficiently captured and maintained.	• Asset Information and Renewals Planning data is available, updated, and accurate. • Alignment of data requirements and standards are incorporated in contract documents and the Infrastructure Development Code (IDC), facilitating the creation of accurate assets in Asset Information Systems and project documentation in line with DE principles. • Collaboration and support of consultants, contractors, and internal users to continuously improve data and
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	information requirements, processes, inputs, and reporting in line with DE requirements. Identify and capture any new asset data standard requirements, to enable the enrichment of Three Waters Asset Information and for Renewals Planning purposes.
Coordinate data quality and confidence checks on information received and ensure alignment and compliance with the requirements of the IDC and DE principles.	- Asset Management (IPS and EAM), GIS, Document Management, Valuation and Technical Data Support (Infrastructure Data) and ensure the data is accurate, up-to-date and meets corporate requirements. - Research and implement new data loading processes to ensure effective Building Information Modelling (BIM), improvement of data quality, accuracy, and confidence. - Asset managers and consultants trust and utilise asset information for decision making. - Information is delivered on time, to budget and Right First Time (RFT) by consultants and contractors. - Information meets DE and BIM standards and Audit NZ requirements.
Facilitate efficient data mining and provide analysis processes and functionality.	- Provide data analysis, support and reporting expertise to City Waters Internal users, Consultants and Contractors. - Asset information enables City Waters Asset Managers to make informed decisions. - Create asset quantities dashboards and reports on asset renewals and rehabilitations. - Analyse and develop asset information functionality to determine performance, maintenance cycles, and potential risk/failure. - Provide data analysis and recommendations to assist procurement and contract renewals relating to supplier and asset selection.
Provide support and training to staff, contractors, consultant companies and other stakeholders.	- Relevant staff, contractors and consultant companies are trained and mentored in plant and equipment – related data, processes, and our required standards. - Customers and users are educated on Asset Information (including Renewals), functionality and possibilities.

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	• Civil, Mechanical and Electrical asset information and system advice is provided to relevant stakeholders, to ensure TCC's standards are achieved. • New and updated documentation is created and maintained to facilitate training requirements for relevant staff, contractors, and consulting companies.
Provide Digital Engineering support and services for the development of Three Waters Plant and equipment assets.	• Implement Digital Engineering (DE) processes and techniques and act in a Project Information Management role as per the ISO 19650 standard for multiple projects. • Provide tactical direction and advice on DE asset requirements and processes, to develop and optimise the Waters Plant and equipment assets. • Recognised Project Information Manager for DE Projects in Three Waters, influencing and delivering key requirements as follows: • Information Requirements – establishing the requirements, methods, and procedures. • Tendering – establish tender response requirements and evaluation criteria. • Information Delivery Planning – review and approve BIM execution plans. • Accept and Use – information models against the information requirements, and compile lessons learnt.

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

Person Specification

Essential	Desirable
• A tertiary degree in Engineering, Planning or Business, IT or other relevant field.	• Experience working in Local Government.

• Current full driver license. • At least 5 years' experience in Asset Management Systems and an ability to manipulate the information within them. • Ability to interpret as built plans, Process & Instrumentation Diagrams (P&IDs). • Knowledge of obtaining and manipulating information from multiple sources. • Well-developed written and oral communication skills. • Sound organisational skills with the ability to manage and prioritise tasks and initiatives. • ISO 19650 Building Information Modelling (BIM) trained and certified. • Sound interpersonal skills with the ability to influence both internal and external stakeholders to deliver successful strategic and tactical outcomes on time, to budget and Right First Time (RFT). • Excellent Customer Service skills.	• Sound knowledge of Civil, Mechanical and Electrical assets. • Continuous learner – keeps pace with emerging technology concepts and developments, AI prompting for asset data improvements. • Knowledge of water and wastewater treatment plant and pump station operations and processes. • Experience in SQL. • Ability to maintain structured documentation libraries and training materials. • Proactive problem-solver – identifies gaps in data and processes early. • Influential communicator – able to translate technical data into business value.
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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