

Position description

Your role at PSC



Smart Infrastructure Officer

Section: Assets

Salary point: 11

Position number: PSC974

Last updated: March 2026

Position objectives

Responsible for the maintenance, operations and reporting of Council's Smart Infrastructure. Smart Infrastructure includes hardware and software for Smart Parking, Supervisory Control and Data Acquisition (SCADA), Closed Circuit Television (CCTV), Private Street Lighting, Electric Vehicle Charging, In Vehicle Management System (IVMS), Digital Signage & Depot Access Control (pedestrian gates and boom gates).

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- Administer agreements/contracts for Smart Infrastructure supply and support. Support includes inspections, maintenance, operation, customer support, repairs, and replacements
- Administer Smart Infrastructure portals, databases and user interfaces
- Manage Smart Parking coin collection and support of Council's Ranger team's enforcement package of hardware and software
- Maintain current working knowledge of relevant Smart Infrastructure guidelines, legislation and industry best practice
- Manage Assets Register for Council's Smart Infrastructure assets
- Coordinate specification and procurement of Smart Infrastructure assets

- Coordinate the creation, distribution and disposal of Council Employee (Radio Frequency Identification) RFID proximity cards

Key accountabilities

- Responsible for providing a specialised / technical service, advice and complete work that is dynamic and complex
- Deliver Smart Infrastructure and associated assets within Budgets

Extent of authority

Will be responsible for providing a specialised technical service, completes work that has complexity. Tasks are performed under the general direction and consultation with the Fleet Supervisor utilising established practices/procedures/policies and guidelines.

Judgement and decision making

Position involves the performance of non-repetitive tasks governed by established procedures, specific guidelines. Work is not often closely supervised. Position interprets well established procedures, precedents and guidelines.

Skills, knowledge and capacity

Organisational

- Demonstrated experience in Asset Management Systems

Interpersonal

- Demonstrated well developed written and oral communication skills
- Demonstrated ability to work both independently and as part of a team to provide quality outcomes to a range of customers
- Demonstrated ability to work as a team member without supervision in a high volume workload area and ability to meet deadlines

Qualifications and experience

- Hold a certificate III qualification or higher
- Demonstrated recent relevant experience in the maintenance, operations and reporting of Smart Infrastructure
- High level of computer literacy in the Microsoft Office suite of applications
- Class C license

Capability Framework level: Adept

Personal attributes	Relationships	Results	Resources
• Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability	• Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate	• Plan and prioritise • Think and solve problems • Create and innovate • Deliver results	• Finance • Assets and tools • Technology and information • Procurement and contracts

Position description approval

Employee

Date