



# Position Description

<b>Position Title</b>	<b>Civil Maintenance Audit Officer</b>
<b>Position Number</b>	3682, 3683
<b>Division</b>	Infrastructure & Open Space
<b>Department</b>	City Works
<b>Team</b>	Civil Maintenance
<b>Position Status</b>	Full Time Permanent
<b>Classification</b>	Band 4
<b>Position Reports to</b>	Coordinator Civil Maintenance Contracts
<b>Position Supervises</b>	Nil
<b>Date Reviewed</b>	May 2024

## Position Objective

This position is responsible for assessing and reporting on asset condition and maintenance quality for Civil Infrastructure assets under the management of City of Kingston.

Assist in the development, implementation, and usage of Council's asset management system to improve council's asset and civil infrastructure data management and knowledge.

Work collaboratively with other members of the Civil maintenance team to provide excellent customer service to internal and external stakeholders.

## Key Responsibilities

### 1. Functional Responsibilities

- Perform civil infrastructure inspections, recording defects and reporting works through Councils corporate software system.
- Provide insights to Supervisors, and Council staff on Road and Drainage maintenance issues within areas of responsibility.
- Assist in the preparation of schedules for the above works.
- Work collaboratively with other members of the City Works team to provide excellent customer service to internal and external stakeholders.
- Audit and report on contractor performance and OHS as required.
- Record information in relation to the above works using Councils corporate systems.
- Ensure audits are carried out within time constraints.

- Implement traffic management plans, set up work sites and perform traffic management duties in accordance with industry best practices.
- Respond to emergency maintenance situations.
- Operate minor plant equipment.

## **2. Relationship Management**

- Maintain positive relationships with key internal and external customers to deliver outcomes aligned to the departmental and organisational objectives.
- Maintain a culture of working across the department and the organisation, delivering high quality service, reporting issues and checking in with others.
- Share skills and knowledge to collaborate with other employees.
- Contribute to forward planning within the team to ensure that the objectives for which the team are responsible, are met.

## **3. Occupational Health & Safety Responsibilities**

- Take reasonable care for the health and safety of yourself and others in the workplace.
- Ensure hazards, incidents near misses and injuries are reported immediately.
- Support activities taken by the organisation to comply with OH&S legislation.
- Ensure only authorised, adequately trained staff undertake assigned tasks.
- Actively participate in the planning and execution of return-to-Work plans for employees.

## **4. Risk Management**

Employees must comply with risk management policy and procedures

## **Position Requirements**

### **1. Accountability and Extent of Authority**

The incumbent is financially responsible and accountable for:

- NIL

The incumbent has delegated authority for

- NIL

The incumbent is responsible and accountable for:

- Exercising discretion within standard operating practices and processes, undertaking and implementing quality control measures.
- Exercising high precision trade skills using various materials and/or specific techniques.

- Providing information to clients and/or information and support to more senior employees related to the maintenance of Civil infrastructure
- Reporting on the condition of civil infrastructure assets and reporting defects through Councils corporate software system.

## **2. Judgment and Decision Making**

The incumbent is accountable for:

- Objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives
- Ability to work with limited supervision and to deliver minor reactive/programmed work projects and/or audits, in discussions with internal and external stakeholders
- Guidance and Counsel are available within the time available to make a choice.

## **3. Specialist Knowledge and Skills**

The following knowledge and skills are required to be utilised:

- Knowledge of civil infrastructure inspection and maintenance practices including industry best practice and techniques.
- Demonstrated experience and knowledge of civil infrastructure data management in GIS and Asset Management Systems
- Knowledge of civil maintenance techniques and processes aligning to industry best practice
- Understanding of general municipal maintenance procedures
- A thorough understanding of the relevant technology, procedures and processes used within their operating unit.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents and an understanding of the goals of the unit in which they work and where appropriate, an appreciation of the goals of the wider organisation.

## **4. Management Skills**

The following management skills are required to be utilised:

- Skills in managing time and planning and organising one's own work.
- All employees at this level should have sufficient freedom to plan their work at least a week in advance.

## **5. Interpersonal Skills**

The following interpersonal skills are required to be demonstrated:

- The ability to gain co-operation and assistance from members of the public and other employees in the performance of well-defined activities
- The ability to write reports.
- Effective oral and written communications skills with the ability to communicate to a diverse range of customers.

## 6. Qualifications and Experience

The following qualifications and experience are required for the position:

- Relevant experience in civil infrastructure maintenance
- Valid Victorian driver's licence with minimum Medium Rigid Truck Endorsement or be willing to obtain
- Must have or be willing to obtain:
  - Level 2 First Aid Certificate
  - Construction Induction White Card
  - Level 1 Bridge Inspection
  - Traffic Management Qualification

## Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<b>Values and Behaviours</b>	<p>The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"> <li>• We make a difference</li> <li>• We show care and respect</li> <li>• We take pride in our work</li> <li>• We are better together</li> </ul>
<b>Safe Workplace Actions</b>	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&amp;S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
<b>Policies and Procedures</b>	<p>The responsibilities of this position are completed in line with all council policies related to the position.</p>
<b>Legislative Framework</b>	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.</p>
<b>Equal Opportunity and Child Safe Standards</b>	<p>The City of Kingston is an equal opportunity and child safe employer.</p> <p>The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best.</p>

	Kingston Council values diversity of lived experience and the positive impact this can have on outcomes for the Kingston community and activity supports employees from all backgrounds, identities, and experiences such as Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+ communities, culturally and linguistically diverse persons and persons with a disability.
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## Prerequisites

- Valid Right to Work in Australia
- Undertake and maintain a current National Criminal Records Check
- Hold and maintain a Working with Children Check
- Pre-employment Medical Assessment
- Pre-employment Health Declaration
- Driver's License valid in Victoria

## Inherent Physical Requirements

**Category A** – This role has been assessed as a high risk and / or manual handling role. **Please refer to the attached Job Task Analysis (JTA) and Pre-Employment Functional assessment (PEF) for further information about the inherent requirements of the role.**

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form.**

## Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.