

Position Description

Position Title:	Inspection Officer - Network
Position Number:	OPS470
Department:	Asset Maintenance
Reports To:	Supervisor Regional Roads
Supervises:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The Asset Maintenance department is responsible for the maintenance and renewal of Council's assets throughout the region. The areas of responsibility are primarily Roads and Drains, Parks, Cleansing, Construction, Fleet and Building and Facilities infrastructure. The Asset Maintenance department is one of the largest departments within Council, maintaining essential community infrastructure across the Moreton Bay region.

Position Purpose

To undertake scheduled and adhoc inspections of council's roads, drains and open space assets including customer requests to assess their condition, identify hazards and prioritise rectification works to minimise risk to the infrastructure user.

Specific Accountabilities

Description
Organising and Operating
Under remote supervision, conduct proactive and routine inspections, including customer requests, on Council's infrastructure network including but not limited to footpaths, roads, kerbs and channeling, signs, drainage, bridges, playgrounds, fence barriers, trees, shelters, retaining walls and other physical infrastructure.
Use Council systems including but not limited to TechOne, GeoPortal, RIO and Pathway to create defects of council assets to be scheduled for maintenance including but not limited to: <ul style="list-style-type: none"> • Creating new assets for unmapped infrastructure • Creating new/proactive work orders • Creating new defects • Undertaking data collection, asset condition analysis and determining effective intervention treatments
Prepare detailed scopes of repair methods including identification of the labour, plant, materials and an estimate of time required to complete civil works identified in the field to ensure works are planned and completed in a timely and cost-effective manner.
Provide technical input into in the identification and development of asset management practices and improvements to ensure council asset are managed in an integrated, efficient and effective manner.
Apply advanced trade skills to facilitate the implementation of appropriate control options and/or undertake minor repairs in relation to hazards as appropriate, to ensure assets are left in a safe condition until proper repairs can be undertaken.
Correctly use and maintain plant and equipment provided, including all personal protective equipment, in accordance with manufacturer's instructions, Council's safety policy and procedures.

Procure items relating to council works in accordance with Council's procurement guidelines.
Participate in after hours and emergency response by the department.
Quality and Compliance
Maintain accurate records of inspections documenting defects within Council's database relating to all identified hazards requiring attention to ensure maintenance operations are planned and completed in accordance with Council's level of service requirements and to ensure network safety as much as possible.
Maintain financial delegation and keep accurate records to ensure procedures and policies are met.
Stakeholder Relations
Respond to customer requests including investigation and preparation of routine reports, providing information to customers and stakeholders in relation to queries about Council's Network assets, as appropriate.
Liaise with field staff and supervisors to ensure maintenance outcomes are met within timeframes.
Negotiate with internal and external stakeholders, in order to achieve positive maintenance outcomes for council's operations.

OUR CORE VALUES

<div style="background-color: #007bff; color: white; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-size: 2em; font-weight: bold; margin-bottom: 10px;">R</div> <p style="color: #007bff; font-weight: bold; margin: 0;">RESPECT</p> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;">We listen to people <li style="margin-bottom: 5px;">We treat people fairly and consistently <li style="margin-bottom: 5px;">We embrace diversity and opinions <li style="margin-bottom: 5px;">We treat others as we wish to be treated 	<div style="background-color: #0056b3; color: white; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-size: 2em; font-weight: bold; margin-bottom: 10px;">S</div> <p style="color: #0056b3; font-weight: bold; margin: 0;">SERVICE</p> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;">We seek to understand the needs of those we serve <li style="margin-bottom: 5px;">We strive to exceed expectations <li style="margin-bottom: 5px;">We communicate clearly <li style="margin-bottom: 5px;">We take a positive approach <li style="margin-bottom: 5px;">We are proud to serve our community 	<div style="background-color: #ffc107; color: white; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-size: 2em; font-weight: bold; margin-bottom: 10px;">I</div> <p style="color: #ffc107; font-weight: bold; margin: 0;">INTEGRITY</p> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;">We are ethical and honest <li style="margin-bottom: 5px;">We take responsibility for our actions <li style="margin-bottom: 5px;">We act within statute and law <li style="margin-bottom: 5px;">We take pride in the manner in which we perform our duties 	<div style="background-color: #fd7e14; color: white; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-size: 2em; font-weight: bold; margin-bottom: 10px;">T</div> <p style="color: #fd7e14; font-weight: bold; margin: 0;">TEAMWORK</p> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;">We promote a friendly, supportive work environment <li style="margin-bottom: 5px;">We inspire and encourage innovation <li style="margin-bottom: 5px;">We develop and maintain relationships <li style="margin-bottom: 5px;">We work collaboratively with our community and external partners 	<div style="background-color: #28a745; color: white; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-size: 2em; font-weight: bold; margin-bottom: 10px;">S</div> <p style="color: #28a745; font-weight: bold; margin: 0;">SUSTAINABILITY</p> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;">We focus on the future <li style="margin-bottom: 5px;">We respect the environment <li style="margin-bottom: 5px;">We demonstrate leadership by example
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Council proudly upholds the following values in its daily operations with customers, external partners and staff

Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: Nil
 Section or program budget: Nil

Decision Making Authority

Policy: Interprets and applies policies

Delegations: Delegations under the *Local Government Act*.

Knowledge, Experience, Qualifications and Attributes

- Certificate III in Civil Construction, Landscape Construction and/ or certificate of competency in bridge inspections (level 1).
- Construction Induction Card competency that has been used or obtained within the past 2 years.
- Current C class driver's licence.
- Demonstrated experience undertaking inspections on network assets with knowledge and practical understanding of broad range of civil, roads and parks infrastructure, and the construction and maintenance of these assets.
- Experience in dealing with confronting situations and negotiating acceptable outcomes under limited supervision.
- Sound experience in undertaking manual tasks in a safety conscious manner.
- Demonstrated numeracy, written and verbal communication skills sufficient to undertake administrative duties necessary for the role, read safety instructions, plans, and to effectively communicate with the public and team members.
- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____