



## Position Details

<b>Position title:</b>	<b>Asset Inspection Officer</b>
<b>Award Classification:</b>	Band 5
<b>Department:</b>	Operations and Infrastructure
<b>Division:</b>	Waste & City Maintenance
<b>Date Approved:</b>	August 2024
<b>Approved By:</b>	Executive Manager Waste & City Maintenance

### Organisational Relationships:

<b>Reports To:</b>	Asset Engineer-Infrastructure
<b>Supervises:</b>	N/A
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team, and Councillors
<b>External Stakeholders:</b>	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants, and Contractors.

## Position Objectives

Council is a customer focussed organisation that prioritises delivering valued services to our community. With a strong commitment to understanding and meeting the needs of our residents and visitors we strive to provide accessible, efficient, and high-quality services that enhance the quality of life for all members of our community.

Council assets provide valued services to our community. The role of the asset inspection officer is to ensure the safety, reliability and longevity of Council assets whilst maximising their value and compliance with regulations and agreed technical and community service agreements.



## Key Responsibilities and Duties

- Conduct planned and reactive asset and service inspections of Council's assets within road reserves, parks and foreshore areas. Required to record inspections, identify potential risk /defects, monitor service non-compliance, determine corrective actions, and issue work orders in Council's Asset Management and Works System
- Monitor and report on key performance indicators, such as asset condition, contractor performance, customer response times and communicate results and recommendations to relevant stakeholders such as asset owners, managers, or regulators.
- Bring your passion and pride to assist our team to elevate the quality of the services that make a positive difference in the daily lives of our community. Contribute to a positive and supportive team where everyone is empowered to contribute their best to the collective goal of service the community with excellence and dedication.

## Accountability and Extent of Authority

- Ensure all inspections and audits are completed in accordance with Council's Road Management Plan, service level inspection plans, relevant policies, standards, and codes.
- Ensure that Council's Asset Management & Maintenance System and databases are continuously updated with relevant field data and information.
- Provide technical reports from asset databases and perform tasks as directed by the supervisor.
- Accountable to collaborate with Council's Asset Management team regarding the inspection requirements of Council's Road Management Plan and service contracts.
- Accountable for completion of day-to-day workload and meeting deadlines, ensure that safe and correct work practices are always followed.

## Judgement and Decision Making

- Ability to make decisions and recommendations as per delegated authority, under the provisions of the Local Government Act 2020, OHS and general understanding of the relevant Acts and Standards.
- Exercise necessary decision-making skills to inspect and respond to customer requests, planned and reactive asset inspections, within specified service timeframes.

## Specialist Skills and Knowledge

- Understanding of asset inspection and maintenance practices in a local government context and ability to carry out detailed field inspections as required.
- Understanding of field data capture, associated technology, and data management processes with a mindset of continuous improvement. Experience with the TechnologyOne, One Council system would be an advantage.



- Knowledge of the Road Management Act 2004 and Councils Road Management Plan with extensive experience of conducting asset & service inspections, monitoring, and reporting on performance levels.
- Sound skills and knowledge of Microsoft Office suite applications, particularly Outlook, Excel, Word, OneNote and PowerPoint

## Management Skills

- Ability to manage own time, plan & organise own work to complete allocated work tasks.
- Ability to solve problems with delegated authority through discussion, research, negotiation escalating unresolved matters to team leader in a timely manner.
- Ensure allocated and approved jobs are delivered and completed on time, to quality standards, ensuring our contractors are working in a safe manner, delivering on our customer experience charter.

## Interpersonal Skills

- Demonstrates a friendly and approachable demeanour when interacting with colleagues, customers, and stakeholders.
- Possess strong communication skills, able to clearly articulate ideas, information, and instructions effectively.
- Proven ability to build and maintain positive relationships with team members, clients and other relevant parties to positively represent council.
- Actively engages in collaborative efforts, demonstrating empathy and understanding in all interpersonal interactions.

## Qualifications and Experience

- Qualifications in civil engineering, asset management, asset maintenance or related discipline or Relevant practical experience with civil infrastructure defect and condition inspections preferably in a local government context.
- Experience with the use of Technology One, or similar asset management system for the recording and processing of inspection data desirable.

## Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification
- Victorian Motorcycle Licence (desirable)



## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

## Key Selection Criteria

- Relevant practical experience with recording civil infrastructure defects, carrying out condition and service compliance inspections preferably in a local government context.



- Understanding of the use of mobile technology for data collection and database administration using an asset management and maintenance system to effectively keep records, produce reports including updating Councils asset management system.
- Knowledge of relevant legislation including Road Management Act, Road Management Plans, open space, and playground standards
- Experience in conducting thorough zone-based or asset-based inspections to ensure safety, compliance and amenity standards meet or exceed service expectations.
- Brings energy and enthusiasm to the workplace, inspiring and motivating others to achieve team outcomes, actively participating in continuous improvement initiatives by contributing innovative ideas and solutions to enhance processes and outcomes.

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*