

# Role Description

## Infrastructure and Access Crossing Officer



<b>Title</b>	Infrastructure and Access Crossing Officer
<b>Classification/Grade/Band</b>	Band 2 Level 3
<b>Group/Unit/Section</b>	Assets, Infrastructure and Business / Roads, Transport and Drainage/ Roads Business Development and Technical Services/ Technical Services / Investigations
<b>Reports to</b>	Team Leader Investigations

### Vision

A vibrant and sustainable Central Coast

### Purpose

To provide valuable services that strengthen and support the Central Coast Community

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Infrastructure and Access Crossing Officer is responsible for coordinating and administering access crossing and infrastructure applications and requests including assessment and determination. Additionally, the Infrastructure and Access Crossing Officer is responsible for monitoring of works within road related and public areas for compliance with approvals and ensuring infrastructure and restoration works meet Council requirements and community expectations.

The position of Infrastructure and Access Crossing Officer is required to provide quality customer service and create value for the community.



## Key Duties and Responsibilities

- Manage and process infrastructure and access crossing applications or road related requests including providing a determination to the customer under a Roads Act approval;
- Liaise with and provide advice to property owners, residents, contractors and stakeholders in the determination of infrastructure and access crossing matters;
- Liaise with internal and external stakeholders to provide technical advice on matters associated with infrastructure and utilities and their potential impact on Council assets;
- Undertake technical inspections associated with the management of infrastructure and access crossing applications including during the construction phase;
- Ensure infrastructure and access crossings are constructed in accordance with approved documentation/plans and Council's Civil Works Specifications and Standard Drawings and take necessary action to ensure any non-compliance or deviations are rectified;
- Conduct inspections to ensure that utility restoration orders and road opening permits are correctly implemented with the site restored in accordance with Council guidelines and policies.
- Engage with property owners/contractors undertaking restoration works to ensure the end result complies with Council requirements and meets community expectations;
- Provide input into Council's specifications, policy, procedures and guidelines associated with the provision of infrastructure, utilities and access crossings in road related and other areas;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Infrastructure and Access Crossing Officer may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required.



- Decisions affect the work and activities across a major function or a number of Units;
- The work of the Infrastructure and Access Crossing Officer influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Infrastructure and Access Crossing Officer is responsible for ensuring that operational safety standards or other requirements are met at an operational level.
- Identifies requirements as an input to budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

### **Personal Attributes**

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

### **Interpersonal Skills**

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.



## **Business Enablers and Technical Skills**

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;

## **Team Work**

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

## **QUALIFICATIONS**

### **Essential**

- Diploma qualification in Local Government (Operational Works) or related field OR demonstrated solid contemporary experience in assessing and determining matters in an asset and infrastructure environment, combined with ongoing professional development;
- Current Class C Drivers Licence



### **Desirable**

- Prepare a work zone traffic management plan certification;
- Valid Construction General Induction card - NSW WorkCover or equivalent
- Experience in project management

### **EXPERIENCE**

- Demonstrated experience in the field of construction and maintenance of civil works, specifically roads and drainage related;
- Demonstrated knowledge of engineering principles and practices, products, legislation, and specifications associated with the assessment and determination of infrastructure;
- Demonstrated ability to read plans and analyse and interpret data to assist in the determination of matters in-line with legislation, Council's specifications, policy and procedures;
- Ability to undertake site inspections, including during construction, and determine if works are in accordance with approved plans and/or Council requirements and to seek rectification works, if required;
- Ability to liaise and influence external stakeholders including other Government agencies, residents, property owners and contractors to ensure infrastructure and restorations meet Council's requirements and are fit-for-purpose;
- Ability to manage restoration works related to roads and drainage related infrastructure;
- Ability to provide technical input into the development of specifications, policy, procedure and guidelines relevant to the provision of infrastructure.



## Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
	Community Organisations – service clubs etc.
	Professional/Industry associations including Unions
	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business

