

Position Description

Inspector

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 1 Level 4
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Position limit within salary system: (20 Grade structure)	Grade 5 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	76
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Organisational relationships

Directorate:	Works and Civil
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Section:	Civil Services
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Team:	Not applicable
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Work base:	Rushforth Road Works Depot, or Townsend Depot, (as appropriate to the position)
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Position responsible to:	Maintenance Engineer
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Level of support and supervision:	Medium
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Level of personal management	Medium
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Level of teamwork required:	High
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Supervision of staff:	Nil
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Internal contacts:	All staff within Council but primarily within the Civil Services Section
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External contacts:	General public, government agencies, and private organisations
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Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent driving between job sites and during inspections

Capable of working in difficult terrain, walking on uneven ground and up and down embankments

Purpose of the position

To inspect Council's roads, bridges and ancillary assets, assess and record asset condition and recommend actions for correction of any defects determined

To undertake investigations for Council works and matters of public complaint and request

To install traffic counters on Council roads and record and analyse results

Assist in the scoping, recording and marking out of planned maintenance and capital work programmes

Major duties and responsibilities

Inspect Council's roads, bridges and ancillary assets, assess and record asset condition and recommend actions for correction of any defects determined

Inspect engineering matters (including private works and matters of public complaint) and prepare advice, estimates and reports and recommend maintenance, construction and reconstruction options as required

Inspect construction and maintenance works, record works undertaken and compliance or otherwise to Council standards

Manage Council's traffic counter system

Liaise and coordinate with others to ensure efficient delivery of Council services

Collect and collate asset data on Council's road, bridge and drainage network

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- active involvement in injury prevention and management, and return to work programs
- risk assessments
- selection and use of appropriate safe work codes and traffic control plans
- plant pre start check lists
- site inductions

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Certificate III in appropriate discipline; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Essential selection criteria

Current drivers licence

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Experience

Demonstrated experience in a similar role, or experience in a broad range of maintenance and construction activities

Position related skills

Well developed communication skills including the ability to liaise with the public

Sound administration and organisational skills, including the ability to work on concurrent projects with minimal supervision

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Certificate IV in a relevant discipline

Licences/tickets, clearances, membership

Safe Work Near Overhead Powerlines Certificate

RMS Traffic Control Certificate – 'Traffic Controller'; or equivalent recognised in NSW

Chainsaw Certificate Level 1 (trim and cross cut felled trees)

Chainsaw Certificate Level 2 (Basic) (must hold Certification FPIFGM2208A or equivalent)

Position related skills

General computer literacy including basic proficiency in Microsoft Word and Excel, and email and internet programs

Demonstrated staff supervisory skills, including the ability to lead and motivate staff

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date

Employee