

# Position Description

<b>Position Title:</b>	ASSET INSPECTOR OFFICER
<b>Department:</b>	INFRASTRUCTURE SERVICES
<b>Award Band and Level:</b>	B1L4
<b>Salary Grade:</b>	Grade 8
<b>Last Review Date:</b>	May 2017

## **POSITION REPORTS TO:**

Works Engineer

## **POSITIONS REPORTING TO THIS ONE:**

N/A

## **INTERNAL LIAISON:**

All staff responsible for management of physical assets

## **EXTERNAL LIAISON:**

Roads and Traffic Authority, rate payers

## **DEPARTMENT OBJECTIVES**

To provide high standard Engineering Services to the community including:

- The provision of effective Engineering Design Works.
- Efficient infrastructure construction and maintenance.
- The delivery of sufficient water as required.
- The provision of reliable sewerage services.
- The maintenance of the Aerodrome.
- The effective availability of allocated plant and equipment.
- The effective control of weeds.

## **POSITION OBJECTIVES**

- Undertake regular inspection of various assets and complete appropriate documentation in accordance with adopted asset management plans condition/risk assessment procedures.
- Undertake works as directed.
- Undertake all tasks without any safety breaches.
- Achieve core competencies.

## **OPERATIONAL PLAN REFERENCE**

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<b>Position Title:</b>	<b>ASSET INSPECTION OFFICER</b>
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**KEY RESPONSIBILITIES:**

1. Asset Inspection
2. Reporting to Works Engineer.

**TASKS:**

1. Regular inspection of assets in accordance with adopted policies and procedures.
2. Completion of inspection report documentation in timely fashion.

**DELEGATIONS**

1. **ADMINISTRATIVE**  
N/A
2. **FINANCIAL**  
N/A

**CORE COMPETENCIES:**

All Council employees are required to achieve and maintain an acceptable level of competence in the following areas. Assessment will be ongoing with a formal review to occur annually.

In carrying out their duties employees must at all times:

1. Demonstrate an appropriate knowledge of Council's purpose, structure, values and services with particular emphasis on one's own area of employment.
2. Display a customer focused attitude when dealing with both internal and external customers.
3. Communicate in a clear and concise manner when dealing with customers and fellow employees.
4. Deliver a high quality service and seek ways to improve work processes
5. Co-operate with other employees, actively seeking to share the workload and assist in enhancing team morale.
6. Demonstrate a commitment to the Council as the employer and maintain a high level of integrity and confidentiality.
7. Show respect to other employees and actively discourage all forms of discrimination and harassment.
8. Demonstrate an understanding of Council's Occupational Health and Safety policies and procedures and conform to all OHS requirements of the job.
9. Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.

**POSITION SPECIFIC COMPETENCIES AND ACCOUNTABILITY:**

**Authority and accountability:** Responsible for supervising staff in operational duties or for work requiring independence in the application of skills, subject to routine supervision. Responsible for quality of work function.

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**Judgement and problem solving:** Option on how to approach tasks requires interpretation of problems and may involve precise judgement in operational areas.

**Specialist knowledge and skills:** The number of work areas in which the position operates makes the work complicated and a variety of skills are required in its completion. Position may require competence in operation of complex machinery.

**Management skills:** Supervisory skills in the communication of instructions, training and the checking of work may be required.

**Interpersonal skills:** Skills are required to convince and explain specific points of view or information to others and to reconcile differences between parties.

**Qualifications and Experience:** Experience to adapt procedures to suit situations and a thorough knowledge of the most complex operational work procedures to achieve work objectives.

#### **PHYSICAL REQUIREMENTS OF THE JOB**

The following table represents the physical environment in which jobholders will be required to operate under normal circumstances based on average daily exposure to the nominated tasks. Additional tasks / requirements can be added.

<b>WORKING CONDITIONS / PHYSICAL REQUIREMENTS</b>					
Manual tasks Hw		Work Indoors	2		
Manual tasks Lt	2	Work Outdoors	3		
Repetitive lifting		High temperatures	2		
Trunk twisting		Low temperatures	2		
Extended standing		Operate machinery			
Extended kneeling		Sun protection	3		
Extended reaching		Safety boots/shoes	2		
Elevating arms above shoulder		Respirator			
Climbing into and from excavations		Ear protection			
Crawling		Eye protection			
Shovelling/digging		Safety helmet			
Frequent bending		Work at heights			
Extended sitting	2	Confined spaces			
Extended walking	3	Extended vibration			
Loud noise exposure		Extended driving	3		
Work on uneven ground	2	Extended computer use	2		
Colour vision	2	Exposure to chemicals			
Depth perception		Exposure to Hepatitis			
Balance		Fine manipulation			

#### **The Rating system used is:**

- 0 = No exposure / requirement
- 1 = Low exposure / requirement
- 2 = Medium exposure / requirement
- 3 = High exposure / requirement

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**RECRUITMENT SELECTION CRITERIA**

**ESSENTIAL**

1. Completion of School Certificate with passes in English & Maths.
2. Class C Drivers Licence.
3. Good communication skills.
4. Demonstrated literacy & numeracy skills.
5. 3 years experience in civil construction.

**DESIRABLE**

1. 5 years experience in civil construction industry.
2. Demonstrated experience with asset inspection procedures.
3. Time management skills.
4. Management of Reflect with Insight.

**KEY ACCOUNTABILITIES**

<b>KEY RESULT AREAS</b>	<b>MAJOR ACTIVITIES</b>	<b>PERFORMANCE MEASURES</b>
Inspection	Inspections according to procedures	
Reporting	According to timeframes & procedures	
All defects are reported to works meeting prior to reaching UDS	Reporting defects	No defects reach UDS without first being reported at Works meeting.

**NOTE THAT SIGNING THE PD INDICATES AN AGREEMENT AND ACCEPTANCE OF THE CONTENT AS AT THE DATE OF SIGNING.**

**POSITION INCUMBENTS NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_  
**DATE** \_\_\_\_\_

**SUPERVISORS NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_  
**DATE** \_\_\_\_\_

**MANAGERS NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_  
**DATE** \_\_\_\_\_

<b>HR ACTION</b>
1.
2.
3.
4.
5.