

POSITION DESCRIPTION	
<b>Title:</b>	<b>Road Inspector</b>
<b>Group:</b>	<b>Services</b>
<b>Reports to:</b>	<b>Works and Contracts Engineer</b>
<b>Grade:</b>	<b>15</b>
<b>Position Allowances:</b>	<b>Nil</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Number of Direct Reports:</b>	<b>Nil</b>
<b>Number of Direct Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>Yes – Category B</b>
<b>Position Code:</b>	<b>83402</b>
<b>Pre-placement Medical:</b>	<b>Not required</b>
<b>National Police History Check:</b>	<b>Not required</b>
<b>WCCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>April 2020</b>
<b>Date Reviewed:</b>	<b>September 2020</b>
Position Purpose	
<p>To provide inspections and management of activities undertaken in the road reserve by external organisations including utility providers and developers. The position will also assist in the co-ordination of trades and management of Councils contractors undertaking maintenance, and minor capital activities on council's infrastructure assets.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Associate Diploma or Certificate 4 in relevant discipline, or working towards with skills and experience deemed equivalent.</li> <li>• Demonstrated experience in civil construction and/or asset maintenance.</li> <li>• Well-developed verbal and interpersonal skills (written and oral) for effective liaison with contractors, utility providers, work team, coordinator/manager, staff, public and other external bodies, including negotiation, conflict resolution and decision making.</li> <li>• Demonstrated ability to review, interpret and implements plans and complete works as executed.</li> <li>• Ability to estimate and undertake continual cost control of works.</li> </ul>	

- Excellent customer service, written and verbal communication skills.
- Sound understanding and commitment to WHS and statutory requirements, quality standards and management systems.
- Understanding of relevant practices and policies and legal and legislative requirements in this field.
- Experience in using a quality management system or other business improvement initiatives.
- Class C Drivers License.
- General Induction for Construction Work Certificate (White Card).
- Traffic Control – Implement Traffic Control Plans Skill Set (or ability to undertake when required).

**Desirable:**

- Demonstrated experience in the project management of civil infrastructure, buildings, utilities maintenance and/or operations, including undertaking minor capital works undertaken by both in-house labour and contractors.
- Experience in local government and applying the Local Government Act 1993, the Roads Act 1993, ensuring standards are adhered to and any other relevant legislation.
- Experience using computer software for entering inspection data and managing assets.
- Experience in conducting investigations and providing recommendations in relation to the management of infrastructure.

## **Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Participate, as a member of the Amenity and Assets Management Team, in the planning and implementation of the Council's corporate objectives.

Maintain Council's assets under your control in the most satisfactory state of repair in accordance with budget allocation particularly in the area of the road reserve by:

- Manage the process associated with works being undertaken within the road reserve. Specifically works performed by others outside of Council including service authorities and developers. Activities include but are not limited to assessment of Road Opening (Section 138 Roads Act) applications, award of permits, release of bonds and associated inspections.
- Supervise the external contractors undertaking work in Councils road reserve including;
  - Reviewing Insurance cover.
  - Reviewing approvals and documentation.
  - Ensuring standard of work.
  - Signing off on work.
  - Management of bonds.
  - Management of defect works.

- Planning and organising staff, contractors and other resources associated with assigned works to provide the most efficient and cost effective environment .
- Undertake investigations and provide recommendations in relation to the management of Council's infrastructure associated with road openings.
- Identify and respond to problems to assess and manage public risk associated with external organisations working on Council infrastructure.
- The management of budget allocated to area of responsibility.
- Financial management including budget monitoring and reporting for works completed, as well as assisting with funding submissions, project estimation, budget preparation.
- The continual review of programs/schedules to ensure effective use of labour, plant and materials.
- Liaising with the community and internal customers regarding assigned works including complaints and requests courteously and promptly.
- Managing the allocation of job numbers to dockets, completion of accident/incident reports, completion of daily running sheets, etc.
- The delivery of minor capital, maintenance and operation projects on behalf of Council.
- The role includes management of projects including civil, buildings, utilities and associated trades.
- Minor contract creation and administration for professional services, consultancies and construction of minor works contracts, including the management of contractor performance.
- Assisting in arranging unscheduled and emergency works.
- Other duties within the limits of skill and competence as directed.

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose, Approach and Values.
- Providing leadership and supervision for employees working within areas of responsibility, including site supervision of works.
- Ensure staff/contractors are involved appropriately in decision-making and are informed of relevant decisions
- Provide specialist support and guidance to employees' and others in Council in the areas of contract creation, contract administration and project management.
- Provide technical and expert support to other areas of Council as part of fostering a customer focused culture.
- Responding to customer complaints in person or in writing as required.
- Investigating, documenting and reporting on public liability claims in coordination with Council's Risk Officer.
- Representing Amenity and Assets (Or Works Team) on internal Council committees or workgroups.
- Commitment to Council's Sustainability Charter and responsibility to apply the principles of sustainability within the work practice areas outlined in the Position Description including implementing Environmental Management Systems.

- Compliance to and implementation of Council's Code of Conduct and Risk Management policies.
- Assist in the operation and maintenance of the Works Depot.
- Perform other duties as required consistent with the objectives of the position.

### **Work Health & Safety**

- Take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

### **Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.