

<b>Position Title</b>	Maintenance Inspector
<b>Department</b>	City Assets
<b>Unit</b>	Roads Operations
<b>Team</b>	Engineering Maintenance
<b>Supervises</b>	nil
<b>Reports To</b>	Team Leader Engineering Maintenance
<b>Grade</b>	E
<b>Date Prepared</b>	29/12/2023
<b>Date Last Updated</b>	29/12/2023

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

To be an integral member of the Engineering Maintenance Team to resolve customer needs in relation to civil works and general enquiries

Responsible for marking and locating public Utility services throughout council's assets.

## Accountabilities

- Inspecting, locating and marking public utility authorities via BYDA (before you dig Australia) and other services at jobsites through a variety of means to ensure customer requirements are met.
- Workplace safety is optimised and costs and inconvenience through damage to services is minimised, keep up to date with utility location technology developments and assist other locators on jobs as requested.
- Marking out defects ready for repair and developing a program of works ready for saw cutting and Maintenance Teams.
- Development and implementation of internal processes with regular inspection reports to improve quality, safety and environment sensitive issues recommendations to Roads Unit.
- Ensure own work is performed in a timely, cost effective manner to prescribe quality standards and to meet customer needs and actively participate as part of a work team within the Roads Operations Unit
- Ensure contractors engage comply with quality, work health and safety and environmental systems requirements.
- Liaising with external contractors to measure the completed works.

- Create and update databases incl ,Our Work ,Our Customer ,Pathway,Assets as requiredadditional duties as requested

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Council Officer

Capability Group	Capability Name	Level
<b>Personal Character</b>	<b>Lead Self</b>	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
<b>Relationships</b>	Communicate and Engage	Intermediate
	<b>Customer and Community Focus</b>	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
<b>Results</b>	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
<b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
<b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Lead Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b>		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer- focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Results</b>		
Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Gathers and investigates information from a variety of sources</li> <li>• Questions basic inconsistencies or gaps in information and raises to appropriate level</li> <li>• Asks questions to get to the heart of the issue and define the problem clearly</li> <li>• Analyses numerical data and other information and draws conclusions based on evidence</li> <li>• Works with others to assess options and identify appropriate solution</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Relevant Technical or Trade qualification or extensive experience in road infrastructure construction and maintenance
- WHS Construction White Card

### Essential Experience

- Demonstrated experience in the construction and restoration of Council infrastructure such as roads and drainage
- Competency in the operation of electronic locating devices
- Demonstrated ability to read and comprehend Before You Dig Australia (BYDA) plans
- Demonstrated understanding of basic construction plans
- Experience in a customer service focused role
- Demonstrated skills and the ability to competently deal with difficult situations
- Demonstrated experience in Microsoft Office applications
- Demonstrated knowledge on how to set up and use surveying equipment such as a dumpy/laser level

**Desirable Qualifications and or Experience**

- Knowledge of erosion and sediment control for construction sites
- Knowledge of traffic management and traffic control around construction sites
- Ability to identify asset defects and appropriate solutions including a working knowledge of factors affecting asset condition, preventative measures and remedial treatments

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>