

Position Title:	Asset Inspector
Position Number:	35051, 40068, 40069
Team:	Asset Engineering
Division:	Infrastructure Services
Reporting To:	Team Leader Asset Inspections
Direct Reports:	Nil
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
Level:	3

THE ROLE

The Asset Inspector, reporting to the Team Leader Asset Inspections, will work collaboratively with the Asset Engineering team to inspect civil assets including roads, drainage, bridges, marine infrastructure and footpaths. This role will also recommend maintenance and repair of defects.

KEY OUTCOMES

- Assets are inspected within required time frames
- Efficient processing of customer complaints and requests
- Accurate information and relevant advice is provided to internal and external stakeholders
- Council's Asset Management plan is kept up-to-date with ratings of the conditions of assets

KEY ACCOUNTABILITIES

- Maintain Infrastructure Asset Management and Maintenance Management Systems
- Prepare accurate reports pertaining to asset management and maintenance
- Assist in the development, documentation and continuous review of strategies, policies, procedures, work practices and systems to improve service quality to customers
- Participate in meetings with internal and external stakeholders, contributing advice and direction where applicable
- Ensure compliance with Council's Local Laws, Council's Environmental Policy and other policies related to the work area by regularly reviewing procedures and processes
- Ensure all stakeholders are kept informed and updated on activities and programs which affect them whilst maintaining a high-level of professionalism in external stakeholder engagement
- Adhere to all Workplace Health and Safety principles, policies, procedures and legislation
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees

- Undertake any other duties, projects or tasks as directed by the Team Leader Asset Inspections which generally fall within the scope of this position and are within the incumbent's skills, competence and training

BEHAVIOURAL COMPETENCIES

- Practices and influences behaviours aligned with Council's Values (Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter) and Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Exercises responsibility and takes an ownership role for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Models professional and ethical behaviour
- Considers wider organisational objectives when making decisions and going about their work
- Inspires individual and team commitment for performance and meeting team goals
- Acts proactively, exercises initiative and seeks opportunities for continuous
- Responds flexibly to change
- Builds and maintains productive working relationships with internal and external stakeholders
- Commits to personal and professional development

SELECTION CRITERIA

Essential:

- Demonstrated knowledge of road, bridge and drainage design, construction and maintenance standards and requirements
- Demonstrated experience in undertaking field inspections and capturing a range of data
- Knowledge of computer systems, including Microsoft Office, Customer Service, Asset Management, GIS and Records Management programs
- Level 1 Bridge Inspections or ability to acquire
- Demonstrated ability to take a broad perspective and looks for innovative approaches to problem solving
- Ability to demonstrate behavioural competencies
- Current Queensland "C" class drivers' licence

Desirable:

- Level 2 Bridge Inspection
- Traffic Management Implementation
- Experience working in Local Government or a similar organisation