

Leeton Shire Council

POSITION DESCRIPTION



Leeton Shire Council Staff Mission and Values:

- ✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.
- ✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:

Trust Respect Integrity Collaboration Communication Innovation

- ✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

POSITION DETAILS

Position Title	Asset Inspector - Maintenance Programmer
Directorate	Operations
Department	Environmental Sustainability
Location	Leeton Shire Council Offices, Chelmsford Place, Leeton
Salary Grading	Grade 12
Employment Status	Fulltime, following completion of the three (3) month probation period
Hours of Work	70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month. (Note: this is subject to change if determined by the General Manager or delegate)
Supervisor	Asset Management & GIS Coordinator
Staff Reporting to Position	Nil
Key Internal Relationships	<ul style="list-style-type: none">▪ Manager Environmental Sustainability▪ Project and Contracts Specialist▪ Building Services Officer▪ Manager Roads and Drainage▪ Director Operations▪ Customer Services Coordinator / team▪ Roads & Drainage staff▪ GIS Officer▪ All outdoor coordinators and superintendents
Key External Stakeholders	<ul style="list-style-type: none">▪ General Public▪ TfNSW under instruction from Manager Roads & Drainage

PRIMARY PURPOSE OF POSITION

- ❖ To support asset management and operations teams to deliver proactive maintenance of assets and appropriate, timely and efficient remedying of defects to ensure public safety and optimise the useful life of assets including roads, footpaths, kerb and gutter, drainage (including underground), street furnishings, signs, water & wastewater and buildings.
- ❖ To support keeping Council's asset management system asset and condition data up to date.
- ❖ To support the investigation of incidents, accidents and complaints related to Council infrastructure.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used.
- ❖ Develop cost, quantity and time estimates for activities.

Strategy:

- ❖ Contribute to the review and updating of internal business processes.
- ❖ Devise capital works plans for renewal or upgrade of infrastructure.

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries.
- ❖ Provide specialist information and advice to customers.
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them.

People Management:

Nil

Operations:

- ❖ Undertake asset inspections and help develop a proactive asset inspection program that ensure Council is meeting adopted service levels and delivering required safety standards. Inspections can include doing condition assessments and risk ratings, undertaking investigations, and monitoring and reporting.
- ❖ Undertake asset inspections in response to complaints or customer requests, identifying any risks and remedial actions required to ensure service levels are achieved and public safety is ensured.
- ❖ Undertake regular inspection of Council's infrastructure assets for condition and defects.
- ❖ Monitor, report (in accordance with templates) and, where required, communicate feedback to customers.
- ❖ To support the ongoing asset management strategy of the Operation Roads department by conducting Traffic counts and traffic intersection investigative surveys.
- ❖ Undertake traffic classification surveys using Metrocount-type devices and support the analysis, recording and meaningful use of the resulting data (including in GIS where relevant).
- ❖ To support all asset managers, especially roads, with the investigation of incidents and accidents.
- ❖ Help assess roads for heavy vehicle traffic suitability.
- ❖ Populate Council's asset management software solutions accurately in relation to asset inspections, condition reports and actions.
- ❖ Work with asset managers to develop short and long term programs for asset renewals and capital upgrades.
- ❖ Provide support and assistance in the refinement of asset data in councils asset management system.
- ❖ Develop, utilise and maintain associated registers and templates.
- ❖ Prepare written correspondence to customers using standard templates, speak to customers in person or by phone in a friendly and helpful manner, make file notes.
- ❖ Support asset management and operations with reporting performance against Operational Plan measures and targets relevant to Council's infrastructure assets.

- ❖ Lead review and training sessions with staff from the outdoor teams and with customer service officers under direction of the Manager Roads & Drainage.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential

Qualifications/Licences/Experience:

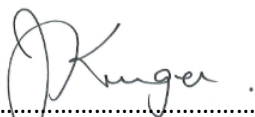
1. 4 years practical experience in the field with managing roads and or building infrastructure assets.
2. Cert IV certificate in a relevant trade or extensive experience in a relevant field
3. Must possess and maintain a Class C Drivers Licence. Failure to maintain such licence may be grounds for dismissal.

Skills and Attributes:

1. Demonstrate excellent interpersonal skills with the general public and fellow employees.
2. Demonstrate an ability to solve problems by examination and analysis of available options.
3. Be a team player and capable of gaining and maintaining peer respect.
4. Possess well-developed written and oral communication skills.
5. Ability to use a range of computer-based systems.
6. Demonstrate a tolerance for constructive change.

Desired Requirements:

- ❖ Experience in Local Government



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Jackie Kruger
General Manager

I hereby accept the terms and conditions set out in this position description for Asset Inspector – Maintenance Programmer.

Dated this day of 20.....

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Signature