Roads and Assets Inspections Officer - Transport

PD Version – June 2026 Next Review – June 2028

Mission "By 2030 Cabonne Council will be ADAPTIVE, RESLIENT & PERFORMING organisation to maximise opportunities and to overcome the challenges faced by Council and our community."

Values SAFETY RESPECT PRIDE TEAMWORK Our COMMUNITY

Cabonne Council is a Child Safe Organisation that is dedicated to respecting children and young people. We prioritise their voices and views and we are committed to taking proactive measures to always keep children safe.

Position Details

POSITION NO(s):	**TO612**
DIVISION:	**OPERATIONS**
DEPARTMENT:	**Transport**
UNIT:	**Transport**
TEAM:	**Engineering**
POSITION LOCATION:	**Cudal**
EMPLOYMENT TYPE:	**Permanent Full Time – 35 hrs/wk**
SALARY SYSTEM GRADING:	**Grade 5-6**
REPORTING TO:	**Transport Engineering Coordinator**
NO. OF DIRECT REPORTS:	**Nil**
NO. OF INDIRECT REPORTS:	**Nil**
WORK FROM HOME:	**This role IS NOT suited for WFH arrangements**

Purpose of the Position

- To develop and then conduct rolling roads inspections program utilising REFLECT and RACAS to lodge defects and assist with future works planning.
- Reporting and scheduling of defects.
- Responsible for the coordination and resolution of customer service requests.

Key Duties & Accountabilities

Road and Asset Inspections

- Undertake road inspections to assist with asset management data/condition assessments as planned in line with the annual rolling inspection program.
- Undertake unscheduled inspections as required, including after adverse weather events, responding to customer service requests or for other events.
- Recording all asset inspections and maintenance in Reflect and RACAS.
- Work cooperatively with the Assets and Systems Officer to ensure the integration of data between collection systems (RAKAS and REFLECT) and asset systems (METRIX and Synergysoft financial system)

- Ensure road asset defects are prioritised and logged into the road asset database (Reflect) or other recording system.
- Providing timely advice to the Transport Engineering Coordinator and Transport Program Coordinator to arrange routine and emergency maintenance work as required on the Local and Regional Road network.
- Liaise with the RMCC Coordinator as directed in relation to State Road matters. (if required).
- Schedule road inspections to be undertaken as required to meet Council requirements.

Customer Service Request Coordination

- First point of contact for customer service requests, responding to the customer, closing out the request in consultation with Area Supervisors and the Transport Program Coordinator and reporting back to customer on outcome.
- Ensure all customer service requests are accurately documented in Council's Records Management System (Magiq Documents) to support timely resolution, reporting and continuous improvement. Including liaison with Engineering Support to manage CSR's.
- Establish cooperative relationship with Area Supervisors to coordinate allocation of maintenance works because of inspection findings.

Reporting & Compliance

- Keep accurate records and notes including timesheets, calculation sheets, file notes, observations and provide relevant input into reports as requested.
- Provide accurate and timely record keeping supporting data driven decision making.
- Assist with providing data to inform reports and performance data updates.

Work Health & Safety

- Comply with Council's WHS Policy and procedures including applicable SWMSs, SOPs, project/event safety management plans.

Code of Conduct and Ethical Behaviour

- Council staff must comply with all provisions made within Council's Code of conduct.
- You must not conduct yourself in a manner that:
    - Is likely to bring council or other council officials into disrepute.
    - Is contrary to statutory requirements or the council's administrative requirements or policies.
    - Is improper unethical.
    - Is an abuse of power.
    - Causes, comprises or involves intimidating or verbal abuse.
    - Constitutes harassment or bullying behaviour under this code or is unlawfully discriminatory.
- You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions.

Qualifications and Experience

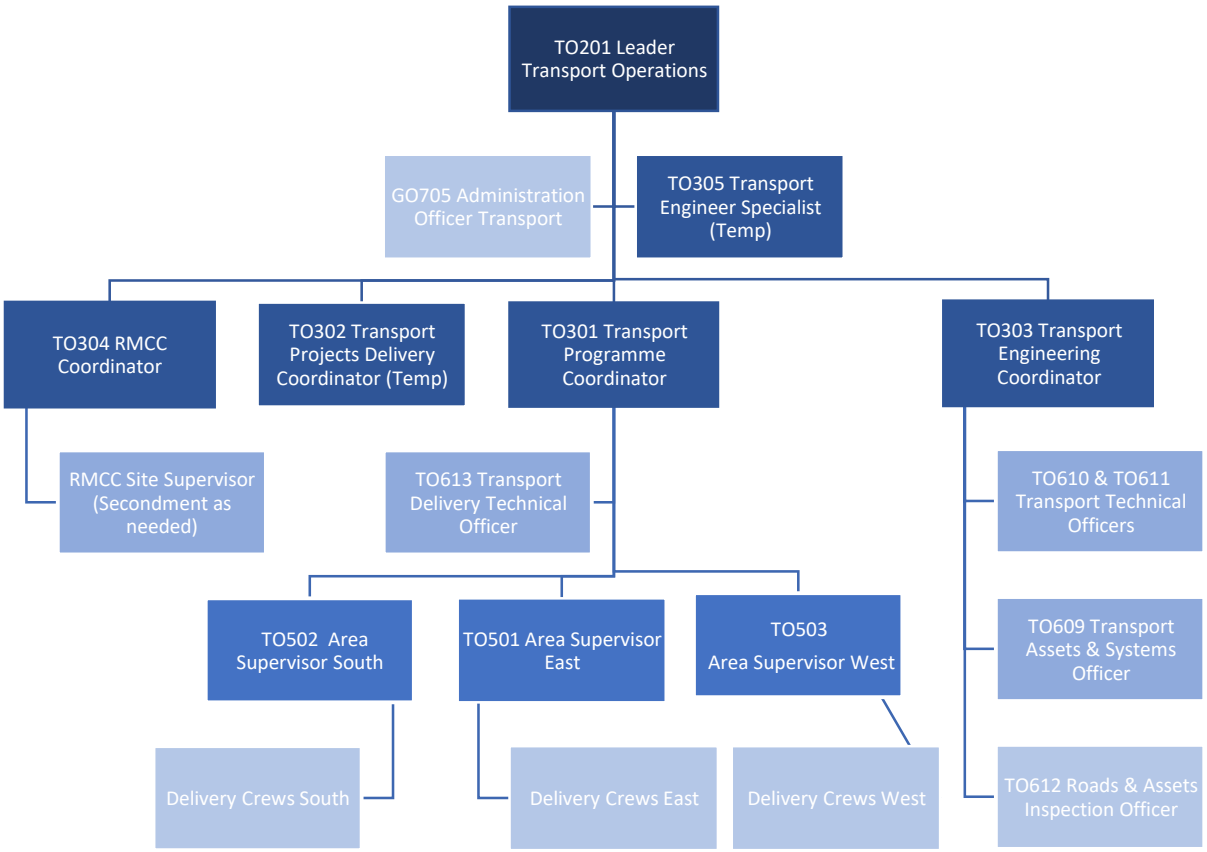
Qualifications:

- WHS Construction Induction (NSW White card)
- Drivers Licence Class C

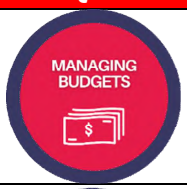
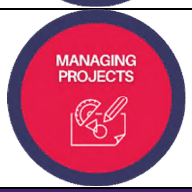
Skills & Experience:

- Demonstrated knowledge of road asset inspection techniques.
- Demonstrated knowledge of civil engineering/construction and or road construction techniques.
- Demonstrated knowledge and experience with road maintenance activities, quality assurance, environmental and safety requirements.
- Demonstrated knowledge and experience utilising electronic reporting techniques.
- Proven ability to work effectively in a team environment.
- Good communication skills and ability to deal with customers in a respectful way.
- Demonstrated keyboard and computer skills and ability to manage and prepare electronic records, and reports, data bases and other documentation as required.

Organisational Team



Cabonne Capability Framework

HIGH QUALITY SERVICE AND ASSET DELIVERY	
	• We are responsible financial custodians of public funds. • We adhere to good governance, financial management processes and systems. • We exercise our fiduciary duties and ensure budgets are managed sustainably with due regard for our long-term Financial Planning and Strategic Asset Management Plans.
	• We proactively identify threats and opportunities impacting on our objectives. • We actively manage these positive and negative risks to be at acceptable levels within our resources to achieve optimum outcomes for Council. • We ensure our risk-based decisions are appropriately recorded and are understood. • Risks to our people's safety is our priority we will reduce these risks as low as is reasonably practicable to ensure they are safe at work.
	• We ensure council services are delivered in a timely manner with quality to meet the needs and expectations of our communities and stakeholders. • We manage our assets efficiently to ensure they are fit for purpose and sustainable for our communities into the future.
	• We manage our projects through diligent project management processes and systems to ensure they are on time, on budget and delivery quality outcomes for key stakeholders.
ADAPTING, INNOVATING AND IMPROVING THE WAY WE WORK	
	• We drive a culture of continuous improvement that encourages innovation, maximises value and eradicates waste. • We look to solve problems and make daily improvements. • We foster curiosity and questioning on the status quo to identify and maximise • opportunities.
DEVELOPING AND VALUING OUR PEOPLE	
	We provide leadership through valuing and respecting our people by: • Making the best use of their abilities. • Ensuring they are well informed of issues and changes that affect them. • Recognising effort and giving credit where credit is due. • Being honest and constructive in guidance and feedback given around their performance and behaviours. • Ensuring our workplace culture contributes to the overall wellbeing of our people.
	• As Council employees we display initiative and resilience, modelling appropriate behaviour, valuing safety, respect for others, and a willingness to continue developing and learning.
ENGAGING AND BUILDING RELATIONSHIPS WITH OUR KEY STAKEHOLDERS	
	• We expect quality customer service with a commitment to timely responsiveness to our community and stakeholders, so they are aware of our actions and decisions as soon as practicable. • We take time to ensure our communication methods are clear and appropriate to their audience to minimise misunderstandings and confusion. • We seek to actively engage and work collaboratively with our community on projects, problems and issues that affect them.