



Position Description

Position Title

Assets Inspection Officer

Position No.

9915

Division

Infrastructure and Economy

Section

Assets and Infrastructure Planning

Reports to

Team Leader - Assets

Current Status

Full Time

Band/Level

Band 2 Level 1

Grade

10

Step

Entry to Step 4

Last Reviewed

February 2026

Conditions of Employment

The employee will work within conditions detailed within the Local Government (State) Award and the Council Policies/Systems including, but not restricted to:

- * Council's Salary Administration System
- * Council's Code of Conduct
- * Equal Employment Opportunity
- * Equity & Access to Training
- * Performance Appraisal

Work Health and Safety (WHS)

The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

The Assets Inspection Officer is responsible for assisting the Team Leader - Assets in the day to day management of Council's infrastructure assets including the collection, verification, and management of asset data, assistance with the preparation and analysis of reports, statistics and returns, and providing specialist advice on asset data maintenance and capital works project delivery for the provision of infrastructure services to the community.

This position is predominantly in the field undertaking ongoing audits of Council's infrastructure assets and work closely with the Team Leader - Assets and Asset Custodians, along with and other relevant officers in preserving and maintaining the desired level of service for Council's transport, building, open spaces and stormwater assets.

You will be working with additional Asset Inspection Officers in assisting the Team Leader - Assets to ensure Council's asset register is up to date and to undertake regular risk and condition assessment.

Specific Duties and Responsibilities

- Capture, verify and maintain data for infrastructure assets in Council's Asset Management System using a variety of collection methods (including interpreting Consultants reports, visual inspections, gathering and collating data from a variety of internal and external sources), within a timely manner.
- Undertake scheduled and reactive maintenance inspections of Council infrastructure assets and report any compliance issues in relation to safety policies, systems, procedures, regulations and standards relating to infrastructure assets. Notify the Team Leader - Assets of any urgent asset maintenance, notable defects and safety issues immediately.
- Undertake asset condition investigations, compile asset management reports and coordinate asset management programs with the assistance of other technical specialists within the organisation.
- Undertake condition and functionality audit of Council infrastructure assets and report any compliance issues in relation to safety policies, systems, procedures, regulations and standards relating to infrastructure assets.
- Actively apply a flexible and adaptable approach to deliver on Council's commitments outlined in Council's Delivery and Operational Plans.
- Ensure Council's asset policies and procedures and relevant legislation are fully understood and adhered to.
- Liaise with Team Leader - Assets and Asset Custodians to ensure accurate asset data is collected and reported in a timely manner.
- Provide advice to Managers within the Infrastructure Services department for purchasing of goods and services for asset maintenance.
- Investigate customer requests and provide advice to the Team Leaders - Assets of the outcomes and any remedial works necessary.
- Assist Asset Custodians with information relevant for the preparation of maintenance programs and service delivery agreements in consultation with other technical specialists within the organisation.

- Undertake training courses to improve / keep current skills and expand knowledge in asset inspection as required.
- Assist the Team Leader - Assets to;
 - a) Develop and maintain operational manuals and other documentation to support effective use of Asset Management System
 - b) Develop, implement, operate and review an effective program of asset surveys for asset identification, condition rating and monitoring, asset data collection, data storage and reporting and providing data validation, maintenance and analysis services including developing methodologies for data collection and updating
 - c) Liaise to ensure the Asset Management System data is accurately displayed in Council's GIS system and other Council related systems
 - d) Maintain data in asset systems as required to meet corporate objectives and reporting obligations
 - e) Support the incorporation of field audit data into the Asset Management System
 - f) Develop reports utilising Crystal, Excel or other available / agreed reporting tools
 - g) Develop data collection forms, checklists, procedures and systems to ensure the functionality, usability and currency of asset data within the Asset Management System

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to customer enquiry within an appropriate timeframe
- Complete Time Sheets / Leave Applications
 - Complete Time Sheets
 - Complete Leave Forms
- Operate Office Equipment
 - Operate various office equipment items including photocopier and paper shredder.
 - Operate telephone equipment for incoming and outgoing calls.
- Operate Personal Computer in the completion of routine tasks;
 - Utilise personal computer to create, modify and complete documents, using various computer programs.
- Work Health and Safety Responsibilities
 - Ensure compliance to the requirements of Council's WHS Management System
 - Ensure safety systems are implemented to address legislative compliance

- Ensure relevant risk assessments/controls are identified, developed and implemented
 - Conduct Project risk assessments
 - Ensure adherence to developed SWMS/RA and SOP's Develop site/project specific SWMS/RA where identified and required
 - Ensure staff and contractors have completed relevant inductions (workgroup and site specific)
 - Ensure staff are provided with necessary instruction, training, information and supervision to enable works undertaken to be carried out safely
 - Ensure relevant competencies and licenses are held by personnel undertaking work
 - Conduct necessary audits, workplace inspections and risk identification procedures
 - Ensure non compliances are rectified and actioned accordingly
 - Ensure all hazards, near misses, incidents and injuries are reported as per Council requirements
 - Advise immediate / relevant supervisor of any hazard or risk outside area of control or delegation
 - Investigate all injuries and incidents
 - Remedial and corrective actions are implemented to prevent reoccurrence
 - Advise immediate / relevant supervisor of any hazard or risk outside area of control or delegation
- Record Keeping Responsibilities
- This incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.
 - Prioritise and complete allocated Recordkeeping activities.

Key Performance Requirements

- Level of customer satisfaction, including response times to correspondence that meet Council's Customer Service expectations.
- Quality of service – This position is required to ensure that works delivered are resilient and meet the needs of the community, and that Council's processes are reflective of best practice.
- Continual improvement – initiatives undertaken (both commenced and completed) to improve Council's service delivery in the roads and transport space. This includes employee, contractor and process performance, etc.

The following general criteria forms a standard part of each annual performance review.

- Customer service – compliance with Council's Customer Service Charter with respect to response times.
- Quality of service – Regular reviews of asset performance, reporting on longevity and resilience of new asset construction and renewal projects.
- Continual improvement – Review of new initiatives proposed to improve division performance.
- Performance in identifying and delivering short-term and long-term operational plans, including maintenance, renewal and upgrade.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Signatures

I agree to the requirements of this Position Description.

Employee

Date

Supervisor

Date

Manager

Date

Selection Criteria

Essential

- Qualifications or relevant experience in Asset Inspection or related discipline.
- Class 'C' Class driver's licence that is current and maintained
- A demonstrated ability to co-ordinate, plan and prioritise projects to achieve desired outcomes.
- A sound understanding of Local Government legislation and asset management.
- Relevant experience in hazard identification and Risk Management
- Excellent interpersonal, written and oral communication skills with a demonstrated proficiency in customer service functions.
- Demonstrated commitment to and understanding of Work Health and Safety
- WHS Construction Induction Certificate (White Card)
- Experience using databases, geographical information systems and mobile computing, with a good understanding of GIS mapping systems, Microsoft Word and Excel
- Ability to rectify defects and hazards in various infrastructure asset groups
- Demonstrated commitment to the principals of honesty and integrity

Desirable

- Experience in implementing new asset management systems
- Flexible, adaptable and responsive to change, demonstrating a willingness to do what is required to deliver quality outcomes, within your skills, competencies and training
- Previous experience working in Local Government
- Experience in GIS applications and mapping software