

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
Directorate	Operations
Department	Water Wastewater
Location	Leeton Shire Council Offices, Chelmsford Place, Leeton
Salary Grading	Grade 11
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 OR 70 hours per fortnight worked over 9 days with one (1) rostered day off per fortnight (Note: this is subject to change if determined by the General Manager or delegate)
Supervisor	Asset Engineer
Staff Reporting to Position	Nil
Key Internal Relationships	▪ Executive Manager Utilities, Environment and Emergency Services ▪ Manager Roads and Drainage ▪ Project and Contract Management Specialist ▪ Building Services team ▪ Customer Services Coordinator / team ▪ Asset Management & GIS Coordinator ▪ GIS Officer ▪ All outdoor coordinators and superintendents
Key External Stakeholders	▪ 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 across Water, Sewer, Transport, open space 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.

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries.
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them.
- ❖ Participate in school and interest group tours and talks as required

People Management:

Nil

Operations:

- ❖ Undertake inspections of Council's Water and Wastewater infrastructure assets to assess condition, identify defects, determine risk, and ensure compliance with adopted service levels and safety standards.
- ❖ Assist in the development and implementation of proactive asset inspection programs to support effective asset management and lifecycle planning.
- ❖ Undertake inspections in response to customer requests and complaints, identifying risks, recommending remedial actions, and ensuring appropriate service levels and public safety are maintained.
- ❖ Identify asset-related risks, defects and opportunities for improvement, and with implementing appropriate corrective actions and prioritising renewal and capital upgrade programs.
- ❖ Help improve/maintain Council's asset management systems by recording inspection data, condition assessments, defects, maintenance actions and asset information (including GPS mapping).
- ❖ Contribute to collaborating with operational teams to identify short, medium and long-term asset renewal, maintenance and capital improvement requirements.
- ❖ Assist in maintaining and improving the quality, accuracy and completeness of asset data within Council's asset management systems.
- ❖ Develop, maintain and utilise electronic inspection templates, registers, procedures and associated documentation.
- ❖ Support outdoor teams to learn/master asset reporting systems
- ❖ General report writing and presentations

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:

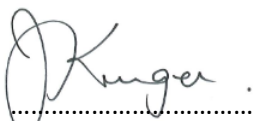
1. 4 years practical experience in the field with managing infrastructure assets.
2. Cert IV certificate in a relevant trade or extensive experience in a relevant field
3. Must possess and maintain a Class C Drivers Licence. Failure to maintain such licence may be grounds for dismissal.

Skills and Attributes:

1. Demonstrate excellent interpersonal skills with the general public and fellow employees.
2. Demonstrate an ability to identify and 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, including asset management systems.
6. Demonstrate a tolerance for constructive change.

Desired Requirements:

- ❖ Experience in Local Government
- ❖ Experience with Univeras



Jackie Kruger
General Manager

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

Dated this day of 20.....

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Signature