POSITION DESCRIPTION

Position Title:	Technical Officer – Inspections
Position Number/s:	INF-022
Employment Type:	Full Time, Permanent
Hours of Work:	72.50 hours per fortnight, nine (9) day fortnight
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement
Award:	*Queensland Local Government Industry (Stream A) Award – State 2017*
Classification:	Level 3 to 4
Location:	Council's Highway Depot, Charters Towers
Directorate:	Infrastructure Services
Department	Operations

POSITION OBJECTIVE

Under general direction, this position undertakes programmed and responsive inspections of Council's road and associated infrastructure assets to identify defects, assess condition and collect accurate asset information.

The position supports the development and prioritisation of maintenance, renewal and construction programs by providing reliable inspection data, technical observations and recommendations to the Senior Technical Officer and relevant Infrastructure Services teams. The role is required to develop and maintain a sound working knowledge of Council's infrastructure inspection programs, asset management systems, relevant standards, policies and procedures. The level of responsibility, independence and technical judgement exercised will reflect the classification level at which the incumbent is appointed.

ORGANISATIONAL RELATIONSHIPS

Reports to: INF- 019 Senior Technical Officer

Directly supervises: Nil

ORGANISATIONAL VALUES





DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

Responsibilities 1 to 10 apply at both Level 3 and Level 4. Responsibilities 11 to 15 are additional responsibilities at Level 4.

1. Undertake programmed, reactive and condition inspections of Council infrastructure assets, including roads, footpaths, bridges, drainage structures, open space assets and other transport infrastructure, and provide accurate condition and defect information to support asset management and maintenance activities.
2. Identify infrastructure defects, deterioration, hazards and changes in asset condition and provide timely information and observations to the Senior Technical Officer to support maintenance, renewal, lifecycle planning and asset management decisions.
3. Collect, verify and maintain accurate asset condition, inventory and spatial information using CIVICA, RACAS, Survai, ArcGIS, Field Maps and Council's asset management systems, including assisting with updates to asset registers and condition databases.
4. Prepare clear and concise inspection records, technical notes and evidence-based recommendations to support maintenance prioritisation, further investigation, renewal planning and asset management outcomes.
5. Undertake technical inspections and investigations, including road safety inspections, measurements, traffic counts and condition monitoring, using approved methodologies, equipment and systems.
6. Operate, deploy and maintain inspection, condition-monitoring and traffic-counting equipment in accordance with established procedures and requirements.
7. Liaise professionally with Council employees, contractors, customers and community members regarding inspections, infrastructure condition and allocated technical matters, providing clear and appropriate information within the scope of the position.
8. Participate in Council's on-call arrangements as rostered and respond appropriately to matters within the responsibilities and competency of the position.
9. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Level 4

11. Undertake more complex technical assessments of asset condition and defects within the incumbent's competency, including consideration of defect severity, likely causes, extent of deterioration and potential impacts, and provide technical advice and recommendations to the Senior Technical Officer regarding remediation, further investigation, renewal and lifecycle planning.
12. Analyse asset condition, inventory and spatial data, identify inconsistencies and support updates to asset registers, condition databases and lifecycle information.
13. Prepare technical assessments and reports to support capital works planning and asset management outcomes.
14. Undertake detailed investigations of infrastructure issues using approved methodologies and standards. Where activities constitute professional engineering services, undertake those activities only within the incumbent's competency and under appropriate RPEQ supervision where required.
15. Interpret data from inspection, condition-monitoring and traffic-counting equipment to support technical assessments, investigations and recommendations.

POSITION REQUIREMENTS

Progression: Progression from Level 3 to Level 4 is not automatic. It will be assessed by the Programming Assets Coordinator and People and Culture, based on evidence that the Level 4 criteria have been met as set out in this position description and that the incumbent is performing the full range of key responsibilities to a satisfactory standard.

| Knowledge, skills and abilities |

Level 3 Essential:

- Demonstrated knowledge and capability in civil infrastructure, road construction, road maintenance, asset inspection or a closely related field, gained through relevant tertiary study and/or practical experience.
- Knowledge of infrastructure inspection and condition assessment principles, including identification and documentation of defects and development of appropriate recommendations within the scope of the position.
- Ability to inspect civil infrastructure, identify defects and deterioration, assess asset condition and accurately document findings.
- Ability to collect, interpret, analyse and accurately record technical and asset condition data and identify relevant trends, defects and emerging issues.
- Ability to undertake technical investigations using established methodologies and apply sound judgement appropriate to the classification level and the incumbent's competency.
- Ability to use, or quickly develop proficiency in, electronic recordkeeping, asset management, GIS, inspection and similar technical information systems.
- Well-developed organisational skills with the ability to manage field inspection activities, competing priorities, deadlines and associated administrative requirements.
- Effective written and verbal communication skills, including the ability to prepare clear technical records and reports and communicate appropriately with internal and external stakeholders.
- Demonstrated commitment to professional and responsive customer service when dealing with infrastructure and community-related matters.
- Understanding of safe work practices associated with road environments, construction activities and field-based infrastructure inspections.

| Education/Qualifications |

Level 3 Essential:

- Certificate IV in Civil Construction or a similar field, or an equivalent combination of demonstrated relevant experience.
- Bridge Inspection Level 1.
- Bridge Inspection Level 2, or ability to obtain the required bridge inspection competency within six (6) months of appointment.

Level 4 Essential (In addition to Level 3)

- Tertiary qualification in Civil Engineering, Asset Management, or a related discipline.

| Licences |

Level 3 & 4 Essential:

- Possession and maintenance of a current Queensland 'C' class drivers' licence.
- General Construction Industry Certificate - White Card.

INHERENT REQUIREMENTS AND WORKING ENVIRONMENT

Inherent Requirements

The following are essential to performing this role safely. Council will consider reasonable adjustments to help a person meet these requirements.

- Work is split between the office and the field. Field work is outdoors across Council's road network, including on and beside live roads and in remote parts of the region, with exposure to heat, sun, dust, noise, wildlife and wet weather. Officer duties involve using a computer, tablet and telephone, in the

office and in the field, for extended periods to record inspections, update asset systems and prepare reports.

- Field work may involve working alone or in isolated locations, in line with Council's safe work procedures for remote and isolated work.
- Be required to participate in an on-call roster, work outside ordinary hours, reasonable overtime and respond to emergencies and operational incidents including weekends, and emergency or disaster response, as reasonably directed to meet operational needs.
- Wear required personal protective equipment (PPE) for extended periods, including high-visibility clothing, safety boots and sun protection, and a hard hat and hearing and eye protection where required.
- Walk and stand for extended periods along road corridors, road shoulders, footpaths and drainage lines, including over uneven, loose, sloping or wet ground, to carry out inspections.
- Bend, kneel, squat, crouch and twist to inspect pavements, bridges, culverts and drainage structures, take measurements, and install or retrieve equipment at ground level.
- Climb embankments and creek banks and move through low-clearance areas such as beneath bridges and at culvert inlets and outlets, to inspect structures.
- Lift and carry light to moderate loads, such as traffic counters and road tubes, measuring equipment and signs, up to the maximum weight permitted under Council's WHS manual handling requirements.
- Work safely on and beside live roads, including when installing or retrieving traffic-counting equipment, staying aware of passing traffic and operating plant and responding to warnings, signals and alarms.
- Have sufficient vision to identify and assess surface defects, cracking, deformation and other changes in asset condition, including during drive-by inspections.
- Drive a Council vehicle for extended periods, often over long distances and on unsealed roads, and get in and out of the vehicle frequently during inspections, to reach sites across the region.

Pre-Employment checks, health monitoring and immunisation

This position is required to complete a pre-employment medical assessment, including drug and alcohol testing, based on the inherent requirements above.

Council takes all reasonably practicable steps to provide a safe and healthy workplace and to prevent occupational disease. Under Council's P0199 Vaccinations and Health Monitoring Procedure, this position is listed on Council's health monitoring register as requiring Tetanus as vaccinations required for this position.

POSITION DESCRIPTION

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:**_____
(Name)

Date:_____

Manager:_____ **Signature:**_____
(Name)

Date:_____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent:_____ **Signature:**_____
(Name)

Date:_____