

Position Description



Job Details

Job Title: Asset Management Project Officer (Road Restoration Officer)

Reports to: Asset Manager, Civil and Built

Directorate: City Assets

Position Number: SP9931

Grade: 6

Date: April 2026

Objective Doc Ref:

Position Purpose/Job Summary

Fairfield City Council has adopted an Asset Management Policy, Strategy and Asset Management Plans as part of the Integrated Planning and Reporting (IP&R) Framework. These frameworks ensure Council's infrastructure assets are planned, maintained and renewed to agreed service levels through strategic asset management and community expectations.

The role contributes to the implementation of Council's Asset Management Plans by ensuring civil infrastructure assets, particularly roads and footpaths, are restored, protected and maintained to a safe, functional and compliant standard following utility and third-party works.

The position supports Council's objective of maintaining reliable, efficient and safe infrastructure assets that meet current and future community needs through effective inspection, compliance monitoring, cost recovery and restoration management.

The Road Restoration Officer is located within the Civil and Built Environment Branch of the Asset Management Division, which is responsible for the maintenance and renewal of Council's civil infrastructure assets, including roads, transport infrastructure and stormwater systems.

The primary purpose of the role is to:

- Manage and coordinate the inspection, assessment and restoration of road and footpath assets following excavation or damage by utilities, contractors and third parties
- Prepare and issue accurate cost estimates and quotations for restoration works to support full cost recovery and protect Council assets
- Monitor and enforce compliance of reinstatement works to ensure alignment with Council standards, specifications and safety requirements
- Contribute to effective asset management outcomes through accurate recording, reporting and continuous improvement of restoration processes

The position facilitates collaboration across Council, contractors and utility authorities to ensure efficient resolution of restoration issues and supports the delivery of safe, high-quality outcomes for the community.

Position Description



Selection Criteria - Knowledge, Skills, Qualifications and Experience required

Qualification

- Tertiary qualifications in Civil Engineering, Construction, Asset Management or a related discipline, and/or demonstrated experience in road restoration, civil infrastructure inspection, or asset management within a local government or infrastructure environment
- Current Class C Driver's Licence

Essential

- Demonstrated experience in the inspection, assessment and management of road, footpath and civil asset reinstatement works following utility or third-party activities
- Experience in preparing cost estimates and/or quotations for civil works, including application of schedules of rates and cost recovery principles
- Strong knowledge of civil construction and reinstatement practices, including asphalt, concrete, kerb and gutter and associated infrastructure works
- Working knowledge of relevant legislation including the Roads Act 1993 (NSW), WHS requirements, and standards governing works within public road reserves
- Experience and understanding of civil infrastructure construction and maintenance, including technical specifications and engineering standards
- Demonstrated ability to undertake site inspections, assess compliance with Council requirements, and ensure rectification of non-compliant works
- Ability to liaise effectively with contractors, utility authorities, residents and internal stakeholders using a professional and collaborative approach
- Strong customer service skills with the ability to manage enquiries, complaints and service requests in a timely and professional manner
- Demonstrated analytical and problem-solving ability in assessing site conditions and determining appropriate restoration outcomes
- Ability to interpret engineering drawings, specifications and technical standards related to civil infrastructure works
- Experience in maintaining accurate records, reports and asset-related data within corporate systems

Desirable

- Experience in project management.
- Knowledge and experience in risk management
- Knowledge and experience in asset management systems.
- Knowledge of cost control & financial accountability.

Key Accountabilities – Position Specific

1. Inspect, assess and coordinate the restoration of roads, footpaths and civil assets following utility and third-party excavation works in accordance with Council standards

Position Description



Key Accountabilities – Position Specific

- and the Roads Act 1993
2. Liaise with property owners, residents, contractors and utility authorities regarding reinstatement requirements to ensure works comply with Council specifications and community expectations
 3. Undertake inspections of road reserves and restoration works associated with development and utility activities, identifying defects and ensuring timely rectification of Council assets
 4. Monitor contractor and utility performance to ensure compliance with Council Road restoration standards, technical specifications, and WHS requirements
 5. Prepare, review and issue cost estimates and quotations for road and footpath restoration works to utility authorities and external stakeholders
 6. Apply Council's fees, charges, and approved unit rates consistently to support full cost recovery for reinstatement of damaged public assets
 7. Contribute to the review and improvement of Council's Road restoration specifications, standards, and cost schedules to ensure accuracy and currency
 8. Support Council's revenue objectives through accurate and consistent application of restoration charging and recovery processes
 9. Conduct investigations and prepare reports for public liability claims relating to damage or reinstatement of Council Road and footpath assets
 10. Provide professional, timely and accurate technical advice to internal and external stakeholders regarding restoration requirements, compliance and asset condition
 11. Respond to customer requests, enquiries and complaints (CRM system) relating to road restoration works and ensure issues are resolved appropriately
 12. Undertake information searches in accordance with Government Information (Public Access) Act (GIPA) requirements
 13. Ensure all restoration activities comply with Council policies, engineering standards, WHS legislation and relevant guidelines
 14. Identify, report and escalate risks, defects, and non-compliant works affecting Council infrastructure
 15. Maintain accurate records of inspections, defects, quotations, claims and restoration outcomes in Council systems
 16. Support continuous improvement of road restoration processes, asset protection and cost recovery practice

Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be

Position Description



Key Accountabilities – Core

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| allocated from time to time |
| 4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council |
| 5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment. |

Reporting Relationships

Direct Report: Nil

Key Relationships

1 Internal

Communicating with	Nature of Communication
Manager, City Assets	Occasional advice and reports relating to asset management issues and provide information as required to Manager
Asset Manager- Civil & Built	Report directly to this position. Ongoing daily contact and direction provided.
Senior Asset Engineer	Ongoing daily contact and direction provided
Civil & Built team members	Free flow of information with other team members relating to work requests, asset information and forward works programs
Other employees at all levels within the department and organisation.	Various routine matters Driveway crossing and road restoration and permits. Provide information and advice to risk management officers

Key Relationships

2 External

Communicating with	Nature of Communication
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Position Description



General public	General public
Public utilities/Government Agencies	Public Utilities/Government Agencies
Contractors, Professional & Technical Groups/individuals	Contractors, Professional & Technical Groups/individuals

Position Dimensions

- Revenue – \$750,000
- Delegations - Nil
- Budget –\$450,000

Decision making Authority & Accountability

- The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1
- The role has a degree of autonomy and is expected to develop their own work plan in consultation with the position supervisor. Outcomes must be aligned to meet overall service levels within an agreed timeframe with an expectation of quality delivery. Work Plans are reviewed to meet operational needs annually through the development of Individual Work Plans
- Decisions regarding change to work practices or policies are to be carried out through consultation with the appropriate personnel/departments
- The position is accountable for the effectiveness of the program or function to the satisfaction of the Asset Manager (Civil and Built)

Problem Solving

- Ability to assess on-site conditions (e.g. pavement failure, reinstatement defects, trench settlement) and determine appropriate restoration methods.
- Diagnose issues arising from utility works and identify whether they meet Council standards or require rectification.
- Manage conflicting priorities and expectations between contractors, utility providers, residents, and internal teams.
- Negotiate practical solutions where works are disputed or delayed.
- Identify inefficiencies or gaps in restoration processes and contribute to improving standards, specifications, and workflows.
- Adapt to recurring issues (e.g. poor reinstatement quality) and implement preventative solutions.

Position Description



- Prepare accurate estimates and quotations using schedules of rates.
- Resolve discrepancies between actual site conditions and planned works to ensure full cost recovery and value for money.

Competencies

Performance in this role will be assessed on 6 core competencies that apply consistently to all jobs within Council. Each year performance criteria in line with Councils standards for service delivery and an Individual Work Plan will be negotiated and established in consultation with your manager.

Signature

Employee:

Signature

Date

Authorised by: (Manager)

Signature

Date