

# POSITION DESCRIPTION

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<b>Position Title:</b>	Technical Officer – Inspections
<b>Position Number/s:</b>	INF-029
<b>Employment Type:</b>	Full Time Permanent
<b>Agreement:</b>	Charters Towers Regional Council Union Collective Certified Agreement
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award – State
<b>Classification:</b>	Level 3
<b>Directorate:</b>	Infrastructure Services

## POSITION OBJECTIVE

Under general direction, this position plays a key role in driving the achievement of Infrastructure Services objectives through the provision of structured maintenance and construction programs delivering the needs of Council's assets.

The incumbent of this role will be required to develop a thorough knowledge and understanding of all aspects of Infrastructure Services inspection programs, condition monitoring, policies and procedures in order to undertake inspections and accurately record relevant data

As with all positions the incumbent must model and comply with the values and standards as set out in Council's Corporate Plan and undertake the role of Council's Technical Officer in accordance with corporate governance and current legislation.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Programming Asset Coordinator

Directly supervises: Nil

## DELEGATIONS

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

## KEY RESPONSIBILITIES

1. Undertake inspections of the various assets including roads, footpaths, bridges, drainage structures and open space assets providing condition information to the Programming Asset Coordinator.
2. Identify and analyse changes to Council assets and provide information for updating asset registers accordingly. Provide advice to assist with the revaluation of infrastructure assets, including update of unit rates and condition of assets.
3. Administer the asset management-related tools like Civica program and RACAS software.
4. Be responsible for utilising Council's tools for asset condition monitoring and the distribution and placement of these tools to gather knowledge for better understanding of the needs of Council's assets.
5. Contribute via asset information and knowledge to the development of Council's work programs.

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6. Monitor and review Council's levels of service with a view to refining them to better reflect the communities needs both aesthetically and financially.
7. Deliver inspection programs, traffic counter programs and other technical functions as required.
8. This position is identified as being required to participate in an on-call roster as rostered and appropriately respond to calls received.
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.

## POSITION REQUIREMENTS

### | Knowledge, skills and abilities |

#### Essential:

- Demonstrated experience in road construction and maintenance.
- Demonstrated experience within a technical services/GIS/asset management environment, preferably with a focus on road infrastructure assets.
- Demonstrated experience in undertaking technical investigations using standardised methodology and techniques, preparing estimates, reports and recommendations and applying technical judgement as appropriate.
- Administrative and organisational skills, with demonstrated ability to meet deadline and workflows using a high degree of initiative and sound judgement.
- Experience in collection and analysis of technical data with an ability to determine and report trending.
- A strong attention to detail and accurate data entry and recording skills, with experience in updating and monitoring various databases.
- Ability to liaise with internal and external stakeholders from varying backgrounds, emphasising a customer service focussed approach.
- Sound computing skills, use of Microsoft Office software and Council's IT systems, or the ability to quickly learn.

### | Education/Qualifications |

#### Essential:

- Certificate III in Road/Civil Construction or a similar field.
- Bridge Inspection Levels 1 and/or 2.

### | Licences |

#### Essential:

- Possession and maintenance of a Queensland 'C' class drivers licence.
- Possession of a General Safety Induction Certificate (Construction Industry) "Blue/White Card".

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## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires the incumbent to undertake periodic field work in environments subject to inclement weather conditions.
- This position requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.
- This position will require the ability to participate in an on-call roster
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

## 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:** \_\_\_\_\_

**Executive 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:** \_\_\_\_\_