

# Position Description

<b>Position Title</b>	<b>Assets Infrastructure Inspector</b>		
<b>Department</b>	Infrastructure	<b>Position Number</b>	
<b>Grade</b>	Grade 7	<b>Location</b>	Coonamble Depot Complex
<b>Status</b>	Permanent Full Time - 12mths	<b>Hours</b>	38hrs week / 76hrs per fortnight
<b>Reports To</b>	Manager Civil Projects	<b>Industrial Instrument</b>	Local Government (State) Award 2023
<b>Date Revised</b>	17/10/2025	<b>Version Number</b>	1
<b>Direct Responsibilities</b>	Maintenance, Inspection and Reporting on Council's Infrastructure Assets		

### *Council's Vision*

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

### *Council's Mission*

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

## **Position Summary**

This position provides support and will assist with the collection of asset management data including condition reports, inspections, data collection on a wide range of Council's infrastructure.

This position is responsible for assisting all sections within the infrastructure directorate with the inspection and reporting on the condition, state of repair, maintenance of Council's Infrastructure assets including and not limited to the local road network, footpaths, bridges and major culverts, street furniture, buildings, playgrounds, trees and reserves, retaining walls and structures, pools and levee banks in accordance with council policies.

## **Position Benefits**

- Adverse Working Conditions Allowance (Level 1).
- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

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## Key Responsibilities

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### *Assets Operations*

- In conjunction with Council's Infrastructure department, assist with the completion of the inspection, documentation, cataloging and appraisal of Council assets to ensure compliance with Local Government statutory, financial, and engineering requirements.
- Ensure asset management data collection and analysis is completed.
- Assist with data collection projects including use of unmanned aerial vehicles (drones) and survey and RTK equipment.
- Undertake inspections and reporting of all incidents that occur on public roads and provide the necessary notification reports in accordance with relevant regulations.
- Contributing to the preparation and execution of accurate and timely investigations, reports and other related services for a wide variety of projects.
- Collection and review of Council's Road signage and other traffic signs as required.
- Collation of and verification of information to assess condition ratings for various assets and networks.
- Utilise software environments, such as MapInfo, Reflect and Web systems to improve accurate asset data registers.

### *Records and Finance*

- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work-related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Use mobile devices such as tablet PC's and GPS to undertake data collection.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

### *IP&R and Strategic Planning*

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

### *WHS and Environment*

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.
- Oversee contractor compliance with all WH&S and environmental programs and procedures on projects and maintenance within position scope.

### *General*

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

# Position Description

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## **Key Internal Relationships**

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Infrastructure Team	Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
Direct Reports	Nil

## **Key External Relationships**

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External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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## **Delegations**

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- Nil

# Position Description

## Essential Requirements

### *Technical Requirements*

- Sound literacy, numeracy and computer skills to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Knowledge of Asset Inspections / Operations, with the ability to apply this knowledge, and to learn and develop knowledge on the job.
- Certificate III in Civil Construction, Asset Inspections or other relevant qualification.
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Current SafeWork NSW (ITCP) Implement Traffic Control Plan card, Level 1 Bridge inspection certificate, or a willingness to obtain.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

### *Desirable Requirements*

- Experience in asset condition rating systems
- Completion of relevant training courses and certificates.
- Local Government experience.

## Selection Criteria

- Sound literacy, numeracy, and computer skills to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Knowledge of Asset Inspections/Operations preferably applicable to the local government context, with the ability to apply this knowledge.
- Certificate III in Civil Construction, Asset Inspections or other relevant qualification.
- Class P, P2 or C Drivers Licence and WH&S Construction Induction (White) Card.
- Takes the initiative to progress own and team tasks, contributes to the achievement of team/project goals through consistently delivering high quality work with minimal supervision.
- Pursues own and team goals with drive and commitment and is flexible, showing initiative and responding quickly to change.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	