

POSITION TITLE	Inspection Officer	CLASSIFICATION	Appendix 5
REPORTS TO	Coordinator Infrastructure Maintenance		
DEPARTMENT	Infrastructure Maintenance		

#### OUR STRATEGIC CONTEXT



VISION	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
COUNCIL PLAN	A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.
VALUES	Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

#### HOW YOUR ROLE CONTRIBUTES

The purpose of this position is to carry out a range of supervisory, technical and administrative activities to facilitate the efficient, timely and cost effective implementation of Infrastructure Maintenance services.

Ensure that requirements of the Road Management Act and the City of Stonnington's Road Management Plan are met.

RESPONSIBILITIES	KEY OUTCOMES
Customer Service	<ul style="list-style-type: none"> <li>» Ensure that maintenance services are delivered to appropriate standards.</li> <li>» Provide a high quality, cost effective service, which responds to the needs of customers, along with initiating and implementing customer service improvements. Ensure an appropriate response to requests made by the community is provided by the Unit in a timely and effective manner.</li> <li>» Monitor and maintain Council's Asset Master request system for the Unit.</li> </ul>
Operational Management	<ul style="list-style-type: none"> <li>» Supervise maintenance operations for roads, paths, rights-of-way, drains, car parks, bridges, signs and street furniture.</li> <li>» Provide a prime resource for Municipal Emergency Management including emergency response and after hours call out.</li> <li>» Monitor performance measures in the area of responsibility and provide input in developing these measures.</li> <li>» Coordinate reinstatements of road openings carried out by builders, plumbers and contractors</li> <li>» Develop operational policies, procedures and processes for own work area</li> <li>» Ensure that requirements of the Road Management Act and Council's Road Management Plan are met in conjunction with the Coordinator. In particular ensure that inspections are carried out for the collection of asset condition and respond to works in accordance with the time specified in the plan.</li> <li>» Provide technical support to the Unit.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>» Coordinate the activities of contractors to ensure that contracted works are delivered on time, within budget and meet specified standards.</li> <li>» Ensure that records are maintained for services provided by the Unit.</li> <li>» Monitor the performance of staff and contractors to ensure that services are delivered in accordance with the objectives of the Unit and within the time specified.</li> <li>»</li> </ul>
Staff Management	<ul style="list-style-type: none"> <li>» Coordinate the effective and efficient allocation of work .</li> <li>» Assist and provide recommendations to the Coordinator in regards to staff matters within area of responsibility.</li> <li>» Ensure effective communication within the Unit and with other Council Units.</li> <li>» Ensure staff are fully informed regarding both Unit and organisational objectives.</li> <li>» Assist in identifying staff training and development needs.</li> <li>» Where appropriate, ensure staff participate in the decision-making process regarding issues that may impact on them.</li> </ul>
Maintenance Construction Supervision	<ul style="list-style-type: none"> <li>» Ensure that staff and contractors are familiar with standards related to the protection of work sites.</li> <li>» Ensure that works in the road reservation are properly protected and signed at all times by staff and contractors in accordance with the appropriate standards.</li> <li>» Ensure works are completed to the required standard in accordance with contract specifications and community standards.</li> <li>» Ensure contractors have appropriate OH&amp;S management plans and requirements are adhered to.</li> <li>» Coordinate scheduled contractor progress meetings on a regular basis.</li> <li>» Ensure works are carried out in the most efficient manner and that the interests of the public - including traders - are taken into account at all times.</li> </ul>

Other Duties	<ul style="list-style-type: none"> <li>» Provide regular reports as required.</li> <li>» Ensure that due care and diligence is undertaken at all times and that actions do not create a risk to self and others.</li> <li>» Other duties as directed within the skills and abilities of a position at this level.</li> <li>» Employees should care for Council property at all times and not deliberately misuse or damage Council property. When using Council property or equipment, employees are required to adhere to instructions, operating procedures and the Occupational Health and Safety Act and Regulations.</li> <li>» Ensure employees under your supervision understand and comply with records management policies and procedures and maintain full and accurate records of business activities.</li> </ul>
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## KEY WORKING RELATIONSHIPS



Direct reports: N/A

Internal: IM Coordinator and team members

External: Contractors, Members of Public

## REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> <li>» Accountable for setting priorities to manage workload and to achieve given goals and deadlines.</li> <li>» Provide a high quality, cost effective service that responds to the needs of customers, and initiating and implementing service improvements.</li> <li>» Ensure maintenance works are constructed in a safe and acceptable manner.</li> <li>» Authority to direct contractors and the Unit's operational staff in order to achieve set objectives.</li> <li>» Authority is limited to making decisions in accordance with established policies and operational procedures of the City of Stonnington.</li> </ul>
Judgement and decision making	<ul style="list-style-type: none"> <li>» Responsible for resolving a variety of maintenance issues regarding roads, paths, rights-of-way, drains, car parks, signs and street furniture, according to policies, procedures and previous experience.</li> <li>» The incumbent is required to determine work priorities for operational staff and themselves in order to complete Unit objectives.</li> <li>» Judgment will be required to develop appropriate solutions to maintenance issues based on an examination of options. Previous solutions for similar situations will be implemented.</li> <li>» Decisions and judgement will be made in line with the Road Management Act and the City of Stonnington's Road Management Plan.</li> <li>» The Infrastructure Maintenance Coordinator is readily available to provide guidance.</li> </ul>
Specialist knowledge and skills	<ul style="list-style-type: none"> <li>» Knowledge and expertise in civil engineering principles and practices related to civil infrastructure, investigation and design, preferably in the area of roads and drainage maintenance.</li> <li>» Demonstrated experience in the maintenance of Civil Infrastructure.</li> <li>» Strong knowledge and familiarity with specialist road/drainage and general software and Microsoft Office Suite.</li> <li>» Detailed knowledge of relevant engineering codes and standards.</li> <li>» Detailed knowledge of Local Government and other relevant Acts/subordinate regulations.</li> <li>» Reasonable knowledge of asset management principles.</li> </ul>
Management skills	<ul style="list-style-type: none"> <li>» Skills in managing time, setting priorities, planning and organising one's own work.</li> <li>» Knowledge and experience in staff management processes and practices.</li> <li>» Understanding of, and ability to implement personnel practices including equal opportunity and health and safety training and development.</li> <li>» Ability to achieve individual and Unit objectives within a set timetable.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>» Ability to negotiate with a wide range of stakeholders.</li> <li>» Highly developed written and verbal communication skills, including the ability to effectively communicate with customers, contractors, staff and other professionals.</li> <li>» Demonstrated ability to work in a team.</li> <li>» Ability to monitor the performance of staff and address performance issues.</li> <li>» Ability to present clear and concise verbal and written reports to the Coordinator.</li> </ul>
Qualifications and experience	<ul style="list-style-type: none"> <li>» Experience in Civil Engineering or Works Management (or a related discipline).</li> <li>» Current Victorian divers licence.</li> </ul>

## WHAT WE ARE ALL RESPONSIBLE FOR



## Service Promises

- » We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

## Code of Conduct

- » We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

## Workplace Health, Safety and Wellbeing

- » We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

## Diversity, Equity and Inclusion

- » We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

## Safeguarding Children and Young People

- » We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

## Sustainability

- » We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.