

POSITION DESCRIPTION

POSITION TITLE	Asset Inspector
DIRECTORATE - SECTION	Asset Services – Asset Planning & Delivery
LEVEL - EBA	6 - Salaried
RESPONSIBLE TO	Coordinator Asset Management

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Assist the Coordinator Asset Management in the accurate collection and entry of physical and conditional asset data into the City's Corporate Asset Management and Geographical Information (GIS) systems, developing and improving asset management plans, forward work programs and undertaking quality control inspections of works undertaken by City and Contractors / Developers to ensure compliance with all specifications and engineering standards.

KEY RESULT AREAS

ASSET MANAGEMENT

- Field collection of inventory and condition data, updating asset registers and associated attributes in Asset Management System.
- Identification of renewal works including determination of treatments, preparation of budget cost estimates, and prioritisation of projects for the 15 Year Capital Works Program.
- Collect and process asset data for In Year Capitalisation of City Capital Works.
- Assisting in the preparation of Grant Funding submissions such as the Main Roads Metropolitan Regional Roads Group's Rehabilitation Projects, Commodity Routes Supplementary Fund and Bridge Special Project Fund.
- Assisting in the preparation of technical specifications for RFQ's for asset inspections and audits.
- Undertake quality control inspection of works by the City and Developers to ensure compliance with specifications and standards.
- Provision of technical advice across a range of infrastructure assets.

CUSTOMER SERVICE/ORGANISATIONAL SUPPORT

- Effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high level of service to customers.
- Communicate technical matters and requirements with a wide range of stakeholders, verbally and in writing.
- Provide high quality advice to all stakeholders in a timely and professional manner.
- Coordinate responses to customer enquiries and requests in accordance with response targets.
- Establishing effective working relationships and work collaboratively with internal and external stakeholders.
- Research improvements in the industry and recommend improvements.

BUDGET MANAGEMENT

- Operate within the budget and financial constraints of the organisation.
- Manage project budgets to ensure that variances are within agreed values.
- Raise purchase orders within the limit of authority of the position.

TEAM MEMBERSHIP & SELF MANAGEMENT

- Create a positive team environment, identifying opportunities to collaborate, problem solve and improve service delivery.
- Support the team to create a safe working environment and proactively identify and report safety hazards and improvements.
- Use specialist knowledge and analytical skills to make decisions where no clear procedure exists.

- Use interpersonal, negotiation, and conflict resolution skills and communicate with a wide range of stakeholders.
- Use analytical and problem-solving skills, and exercise judgement on complex tasks and use of specialist skills and initiative.
- Work under general supervision.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Possession or progress towards a relevant Certificate or Diploma in Asset Management, Civil Engineering or Engineering Surveying.
- Possession of a Basic Worksite Traffic Management Certificate.
- Possession of Construction Safety Awareness (White Card WA).

SELECTION CRITERIA

1. Possession of, or progress towards a relevant Certificate or Diploma in a related discipline and/or demonstrated relevant experience and knowledge.
2. Previous experience in a similar role within local government or a similar environment, particularly the construction and maintenance of roads, parks and building assets.
3. Experience in field collection of inventory and condition data, updating asset registers and associated attributes in Asset Management System (Assetic myData preferred).
4. Experience in preparation of works or project cost estimates for various asset classes for inclusion in an organisational Capital Works Program.
5. Basic knowledge and skills in the use of GIS software and applications (Quantum GIS, IntraMaps, SQL Spatial preferred).
6. Demonstrated ability to prioritise and work in a timely manner to achieve agreed timeframes.
7. Experience in the fostering and maintaining strategic partnerships and networks, particularly in relation to asset management.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision, and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time

- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Intermittent sitting and standing/bending/trunk rotation.
- Climbing in & out of vehicles, loading, reaching, and preparing the back of the vehicle with equipment for activities.
- Driving, repetitive walking, squatting, kneeling, bending, standing, and negotiating uneven ground (creek lines, reserves) and level surfaces.
- Able to complete work tasks in varied weather conditions.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Asset Management
DATE PD REVIEWED/APPROVED: 4 January 2024
