

POSITION DESCRIPTION

Field Inspector

(POS2632, POS1489, POS1787, POS2108)

Directorate:	Operations	Department:	Maintenance Planning & Reporting
Position Grade:	11	Reports to:	Coordinator Maintenance Planning & Reporting
Last review:	February 2024	Next review:	February 2024
		Version No.:	3.0

Position purpose:

- To provide a first call response to all assigned jobs and to determine if the task can be fixed straight away or made safe and program the work to be completed by Council's maintenance teams and the contractors. This will involve the ability to identify the problem and to apply sound judgment to determine the appropriate response to resolve the issue and to ensure that the site is safe at all times.
- To be the first point of contact for all customer enquires relating to road openings, restorations, and vehicular crossings.

Key accountabilities/responsibilities:

Responsible for:

- 1) Maintenance inspections of Council infrastructure including roads, footpath and drainage structures and determine appropriate method of repairs.
- 2) Manage and maintain Asset Management Program including raise work requests, plan and execute work orders, allocate resources and schedule activity for maximum efficiency.
- 3) Undertake proactive activities including inspections and scheduled maintenance.
- 4) Providing necessary advice for the construction of vehicular crossings, carry out formwork inspections and approve the construction including updating property records.
- 5) Evaluation of Road Opening Applications and issue Road Opening permits and ensure the works are carried out in accordance with the required standard and specification.
- 6) Preparation of initial cost estimates for restoration works and liaise with the applicants for restoration pre-payment. On completion of the works, undertake detailed assessment of damaged assets and prepare accurate cost estimates and arrange cost recovery from public utilities, contractors, and others.
- 7) Create, manage, and supervise restoration works and ensure they completed to a high standard.
- 8) Assessing and providing response to the Land Access Notifications from the Utility Authorities and their contractors.
- 9) Assisting in the planning, scheduling, and co-ordination of maintenance activities in consultation with other departments to ensure work programs are completed within the timeframe.
- 10) Implementing actions to ensure any damaged and disturbed assets remain in a safe condition until repair work is completed.
- 11) Preparing scope of works for construction and maintenance works and obtaining quotations including assessment of quotations.
- 12) Inspecting and answering customer/pathway requests and ensure actions taken to resolve issues in a timely manner.
- 13) End to end project management of Restoration and Maintenance works,
- 14) As required may need to supervise Council's day labour staff

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Decisions made in the position:

- 1) Final acceptance of civil works carried out on behalf of Council
- 2) Maintain Work Health and Safety standards
- 3) Approval within the specification tolerance
- 4) Liaise and advise the customers of the outcome of their requests

Decisions referred:

- 1) Expenditure over delegation
- 2) Commitment to major works
- 3) Approve after hours work
- 4) Approval to engage contractors

Key issues/challenges:

- 1) Work with limited resources
- 2) Liaise with City Works teams and other teams across the organisation to develop agreed actions
- 3) Liaise with customers and stakeholder groups to resolve issues raised
- 4) To assist in the development of effective maintenance work programs
- 5) To meet contractor expectations and their deadlines for issuing Road Opening permits and undertaking inspections

Key working relationships:

- Maintenance Planning & Reporting Coordinator
- Community
- Manager City Works and Director City Presentation
- Internal Stakeholders

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Certificate III in Civil Construction/Maintenance and/or equivalent field experience
- Construction Induction accreditation
- Current Class C Drivers Licence

Experience

- Extensive practical experience in civil construction and maintenance projects, including roads and drainage systems
- Extensive knowledge and ability to conduct site inspections
- Extensive practical experience in managing and monitoring the day-to-day activities of contractors engaged on a variety of restoration and maintenance projects

Experience in interpreting design drawings and specifications

- Proven ability to communicate with customers and stakeholders at all levels
- Extensive experience and ability to assess jobs and develop a scope of works to be completed.
- Proven ability to prepare reports and estimate maintenance and restoration cost

Knowledge and Skills

- Extensive Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- General knowledge of contract and procurement procedures and systems
- Must have computer literacy skills
- Excellent problem solving and conflict resolution skills
- Able to resolve customer issues in a professional manner
- Able to manage incidents and reduce risk to Council
- Good understanding of services that council provides

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Current WorkCover tickets
- Ability to work with minimal supervision
- Experience in preparing Work Zone Traffic Management Plans

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous