

# CITY AND ENVIRONMENT DIRECTORATE (CED)

## POSITION DESCRIPTION

### POSITION DETAILS

---

**Position title:** Asset Inspector

**Location:** Fyshwick

**Classification:** Infrastructure Officer 1(INFR1)

**Reports to:** Assistant Director, Stormwater

**Position number:** P71452

**Date last reviewed:**

**Division:** City Services

**Position requirements:** Refer to compliance requirements

**Business unit:** Environment and Utilities

### DIRECTORATE OVERVIEW

---

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

### DIVISION OVERVIEW

---

#### City Services Division

City Services (CS) delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space,



managing our roads, footpaths and cycle paths. City Services also maintain many of Canberra's lakes, ponds, public open spaces, city places and urban trees. The Division also manages ACT NoWaste.

## **BUSINESS UNIT OVERVIEW**

---

Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

Roads ACT comprises five teams that work closely together to deliver a variety of asset management activities.

- The Road and Path Network business unit looks after maintenance of traffic signals, traffic operations, the road resurfacing program, community path network and car parks.
- The Environment and Utilities business unit undertakes maintenance work on bridges, other structures, dams, streetlighting, stormwater harvesting and the stormwater drainage network.
- The Works business unit undertakes predominantly in-house work, providing a 24/7 incident response service, street sweeping, lines and signs, roadside furniture, road grading and asphalt.
- The Infrastructure Planning business unit develops the capital works program for new assets and looks after strategic asset management planning, infrastructure services planning and technical standards/specifications for infrastructure.
- The Business Support team provides the overall administration requirements of Roads ACT

## **POSITION PURPOSE**

---

This position will deliver a range of infrastructure maintenance activities, primarily asset inspection. This role will be required to comply with administration systems, quality standards, Work Health Safety and environmental requirements for the assigned maintenance activities. The position is responsible for delivering reasonable productivity and efficiency.

## **DUTIES / RESPONSIBILITIES**

---

The primary tasks required to be undertaken include:

- In response to maintenance work identified, implement an inspection framework for assets. This will include but is not limited to: inspecting and operating municipal infrastructure assets; reposition, open or close concrete/steel lids by lifting, pulling or pushing actions; inspect stormwater assets including but not limited to sumps, pits, headwalls, endwalls,

open drains, gross pollutant traps, sediment forebays, pipes and manholes; entering confined spaces and working at heights; installation of temporary safety barriers with fencing and/or starpickets and barrier mesh; identifying and investigating problems and preparing advice recommending corrective action.

- Assist with planning and coordinating a timely and efficient program for the maintenance of municipal infrastructure assets.
- Provide assistance with the delivery of contracts in relation to infrastructure asset maintenance. This includes monitoring timeliness of services/products provided; monitoring quality of services/products provided against standards; negotiating the scope of variations; and taking appropriate actions to address contractor performance issues. Prepare reports on contractor performance, investigate and prepare responses to enquiries/requests for service (including public enquires and Ministerials), verify payment claims and cost estimation.
- Liaise with other parts of Roads ACT and ACT Government to ensure coordinated inspection and analysis, appropriate authorisation and prompt, efficient and cost-effective service delivery to address work requests for a range of asset enquiries, incidents, emergency situations and for scheduled maintenance work.
- Use the Territory's Systems, including Asset Management, Work, Health Safety (WHS), Environment, Regulatory, Information Technology, and assist in improving these systems.
- This position does not involve direct supervision of staff.

## **SELECTION CRITERIA (CAPABILITIES)**

---

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. **Knowledge and experience** – adopting design, construction, engineering, work health safety and environmental principles and practices and experience in contract management/administration within the construction industry.
2. **Organising and executing** – taking initiative; demonstrated ability to follow defined processes to meet objectives; planning daily activities; managing time effectively; monitoring performance against deadlines, milestones and agreed standards, regular reporting; investigate, suggest and adopt new technology and processes, contribute to plans and processes to implement change; while focusing on customer satisfaction and program outcomes.
3. **Analysing and interpreting** – demonstrated capability to make judgements based on applying specialist expertise and analysis; producing evidence based workable solutions to a range of problems; identify and respond to risks, and following through with solutions.

4. **Interacting and leading** – demonstrated ability to establish collaborative relationships with contractors, customers and staff; demonstrated ability to provide clear direction; manage conflict; gain agreement and commitment from others by positively persuading, negotiating, motivating and empowering others; communicating and networking effectively; and ability to write clearly, succinctly and in a well-structured manner.
5. **Adhering to principles and values** – demonstrated understanding of and commitment to the CED Values framework, workplace respect, equity and diversity framework, and workplace health and safety best practise.

## COMPLIANCE REQUIREMENTS / QUALIFICATIONS

---

- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience.
- Implement traffic control plans (IMP) - **essential**.
- CPCWHS1001 - Prepare to work safely in the construction industry – **essential**.
- A11084NAT - Course in Asbestos Awareness - **essential**.
- RIIWHS202E Enter and Work in Confined Spaces – **essential**.
- MSMWHS217 Gas Test Atmospheres – **essential**.
- RIIWHS204E Work Safely at Heights – **essential**.
- This position requires a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

## Behavioural Skills

- **Service delivery:** Encourage colleagues to challenge the status quo for continuous service delivery improvement.
- **Teamwork:** Challenge personal and team cultural assumptions, values and beliefs to increase diversity and inclusiveness.
- **Thinking and Innovating** – Flexibility when priorities change and question current ways of working to improve efficiency and effectiveness.

- **Adhering to principles and values** – demonstrated understanding of and commitment to the ACT Government (CED) Values framework, workplace respect, equity and diversity framework, and workplace health and safety best practise.

## WORK ENVIRONMENT DESCRIPTION

---

The following work environment description outlines the inherent requirements of the role of Asset Inspector (position number P71452) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Frequently
Designated workstation	Frequently
<i>The position in an activity based work environment</i>	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Occasionally

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Occasionally
Excessive noise	Never
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently