CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

# POSITION DETAILS

**Position title:** Asset Inspector

**Classification:** General Services Officer 8 (GSO8)

**Position number:** P03137

**Division:** City Services

**Business unit:** Road and Path Network

**Location:** Fyshwick

**Reports to:** Assistant Director, Road and Path Maintenance

**Date last reviewed:** 04/08/2025

**Positon requirements:** Non-Identified

# 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 responsibilities for this position are to:

* Planning and coordination of infrastructure maintenance programs that includes quality plans; WHS; workflows; timeframes; approvals, ensure timeliness of service delivery to approved standards and within budget.
* Carrying out investigations of public complaints about infrastructure assets and providing technical reports
* Prepare, administer, and report on performance of project plans and contracts related to delivery of a range of infrastructure maintenance services.
* Liaise closely with other parts of Roads ACT to ensure coordinated inspection and analysis, appropriate authorisation and prompt, efficient and cost-effective service delivery for works requests for a range of road maintenance complaints, accidents or emergency situations or for scheduled road maintenance works
* Assist with inputting of information into Roads ACT database/s and with the preparation of regular reports on work performance and costs for road maintenance works and in the preparation of budget estimates for Roads ACT
* Check Daily Costing Sheets prior to entry into computer system. Identify any anomalies, amend (if necessary) and advise the Contract Manager
* This position does not involve direct supervision of staff.

# SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated project and program management skills together with strong attention to detail and sound analytical, judgment, time management and resource allocation skills.
2. Demonstrated knowledge and experience in program coordination and in the principles and practices of a civil engineering and/or construction industry.
3. Demonstrated ability to establish good relationships with customers and staff; manage conflict and gain agreement.
4. Demonstrated sound oral and written communication skills, together with computing skills, including Microsoft Office suite (particularly Excel), online mapping and drawing apps, asset management software and data base applications.

# 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.
* Ability to interpret and apply technical documentation including plans and specifications is desirable**.**
* Associate diploma and/or trade in a relevant technical field and/or technical experience is desirable.
* Willingness to undertake training activities to meet operational and organisational expectations.
* Driver’s licence (C-Class) – **essential.**
* CPCWHS1001 - Prepare to work safely in the construction industry – **essential.**
* 11084NAT - Course in Asbestos Awareness - **highly desirable** or the ability to attain prior to commencement.
* 10830NAT - Course in Crystalline Silica Exposure Prevention – **highly desirable** or the ability to attain prior to commencement.
* Implement traffic control plans (IMP) – **highly desirable** or ability to obtain within six months of appointment.
* This position does require a pre-employment medical.
* This position does not require a Working with Vulnerable People Check

# WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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.

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| ADMINISTRATIVE | FREQUENCY |
| Telephone/Mobile Phone use | Frequently |
| General computer use/in field technology | Frequently |
| Extensive keying/data entry | Frequently |
| Graphical/analytical based | Occasionally |
| Sitting at a desk | Frequently |
| Standing for long periods  | Frequently |
| Designated workstation ***The position works in an activity based work environment*** | Never |

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

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| 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 |

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| PHYSICAL DEMANDS | FREQUENCY |
| Distance walking (large buildings or inter-building transit) | Occasionally |
| Working outdoors  | Frequently |

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

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| TRAVEL | FREQUENCY |
| Frequent travel – multiple work sites | Frequently |
| Frequent travel – driving  | Frequently |
| Frequent travel – interstate  | Occasionally |

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| SPECIFIC HAZARDS  | FREQUENCY |
| Working at heights  | Occasionally |
| Exposure to extreme temperatures  | Occasionally |
| Operation of heavy machinery e.g. forklift | Never  |
| Confined spaces | Never |
| Excessive noise | Occasionally |
| 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 | Occasionally |

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| OTHER | FREQUENCY |
| Uniform required  | Frequently |
| Personal Protective Equipment (PPE) required  | Frequently |