



# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Works and Asset Inspector	
<b>Classification:</b> Band 4	<b>Effective Date:</b> March 2026
<b>Reports to:</b> Coordinator Engineering Works	<b>Tenure:</b> Temporary backfill for secondment

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



# WHITEHORSE CITY COUNCIL

## Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

This role will carry out reactive and proactive inspections of infrastructure assets, attend to miscellaneous complaints and requests, and monitor and report on the status of proactive inspection programs of infrastructure assets.

## Key Responsibilities

### *Position Specific Responsibilities*

- Perform reactive and proactive inspections of all infrastructure assets.
- Monitor and report on the status of works and inspection programs.
- Inspect and monitor footpath shared pathway upgrade works in accordance with quality requirements.
- Inspect and monitor road maintenance works in accordance with quality requirements.
- Inspect and monitor drainage maintenance works in accordance with quality requirements.
- Monitor progress of works and carry out random in progress and final audits to check quality and quantity of works completed, including final measure ups.
- Prepare regular reports for the Engineering Works Coordinator regarding the status of issues impacting on the condition of Council assets.
- Investigate, inspect and resolve reactive line-marking requests and complaints.
- Provide effective customer contact and liaison with owner/occupiers to investigate and resolve miscellaneous complaints and requests.
- Liaise with other authorities, residents, contractors and staff from other departments to coordinate the reinstatement of Council's assets opened by other authorities and contractors.
- Conduct safety audits on Council's contractors.
- Ensure a safe working environment in accordance with all relevant OHS legislation and Council OHS Policies.
- Assist in the review and streamlining of work practices and methods within the team to enable flexible and responsive service delivery.
- Assist other teams as required.
- Undertake minor works on site where required, to ensure the safety of the travelling public.

### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

## Accountability and Extent of Authority

**Budget:** Nil

**Staff responsibility:** Nil staff. This position will supervise contractors as required.

## Judgement and Decision Making

- Make operational decisions within established guidelines and within the constraints of various regulations and Council policies and procedures. Guidance and advice is always available within the time to make a choice.
- Accountable to the Coordinator Engineering Works for the quality, quantity and timeliness own work outputs within predetermined constraints and objectives.
- Accountable for the efficient, safe and effective operations of all plant and equipment.
- Freedom to determine priorities and schedules with limited flexibility, and to implement quality control measures within the boundaries of the role.

## Specialist Knowledge and Skills

- Sound understanding and knowledge of specified intervention levels.
- Sound knowledge of site and traffic safety management principles.
- Knowledge of and commitment to OHS and Equal Opportunity Employment policies and practices.
- Administrative skills and the ability to prepare and interpret diagrams, maps and standard instructions.
- Working knowledge of standard Microsoft applications.
- Basic keyboard and data entry skills.

## Qualifications and Experience

- A valid Victorian driver's licence with medium rigid truck endorsement.
- Demonstrated hands on experience in the procedures and processes used in the maintenance of infrastructure assets, particularly roads, footpaths and drain assets.
- Experience in preparing and interpreting diagrams, plans and standard instructions.

- Experience in the supervision of staff and contractors.

### Interpersonal Skills

- Sound oral and written communication skills.
- Ability to gain cooperation and assistance from staff, residents, other departments and other authorities.
- Ability to prepare reports on inspection and maintenance activities and generate letters.
- Ability to deal with all parties including the general public in a courteous manner and to resolve minor problems with residents and contractors.
- Ability to work as part of team and support team objectives.

### Key Relationships:

- Liaises with the Engineering Works Coordinator and other work teams regarding service delivery and with other members of management and staff.
- The position is required to maintain professional relationships with contractors, suppliers, residents and other authorities.

### Management Skills

- Ability to perform on-the-job training and guidance for new contractors and other staff members as required.
- Ability to plan, coordinate and organise work in advance.

### Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

### Key Selection Criteria

1. Qualifications and/or demonstrated experience in civil engineering or civil infrastructure maintenance works.
2. Proven skills in project managing the maintenance, renewal and upgrade of civil infrastructure assets.
3. Ability to communicate clearly and professionally in both writing and verbally, at all levels of the organisation and with all stakeholders.
4. Ability to work successfully in a team environment that embraces changes and innovation.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		None	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms		None	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	Moving items around the office	Very occasionally	
<b>Standing</b> Tasks involve standing in an upright position	Site meetings or inspections	Frequently	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		None	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	The role includes an inherent requirement to inspect assets on foot.	Frequently	
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Moving items around the office	Very occasionally	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body		None	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	Office based work	Frequently	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence	Using computers, reading materials, undertaking inspections	Frequently	

**Any other relevant comments:**