

CITY OF WANNEROO POSITION DESCRIPTION – TEAM MEMBER

POSITION TITLE: Engineering Maintenance Inspector	DIRECTORATE: Assets	DATE: April 2019
REPORTS TO: Maintenance Engineer	SERVICE UNIT: Assets Maintenance	LEVEL: 5
POSITION NUMBER: IN22014 (3248); IN10008 (3225)	SUB UNIT: Engineering Maintenance	ROLE FOCUS: Service
ROLE BALANCE: (People/Scheduling/Technical) 10/10/80	JOB FAMILY:	ANZSCO CODE:

ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Assets Directorate** is responsible for ensuring the City's assets are strategically planned, built and managed to a high standard. This includes ensuring the effective and efficient deployment of resources to maximise the benefits to the community. These benefits may be gained from major infrastructure projects like roads and buildings, and also community enhancing infrastructure like parks and coastal environments.

POSITION CONTEXT

Under regular supervision of the Maintenance Engineer, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Service Plan and Performance & Development Review Conversation, by applying skills, knowledge, experience and judgement, guided by established policies, procedures, methods and guidelines to undertake activities where the actions and steps are non-discretionary to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including vendors and suppliers; members of the public; and City Leaders and employee.

A challenging aspect of the role is managing changing priorities and competing deadlines within required timeframes and to agreed standards.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive approach to change is required.

FUNCTIONAL ACCOUNTABILITY

Provides an asset management service relating to safety inspections and condition assessments of the City's infrastructure network, ensuring that assets are safe and maintained effectively and efficiently to meet both customer needs and corporate standards.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

KEY ACCOUNTABILITIES

KEY RESULTS AREAS	OUTCOMES
Collaboration & Teamwork	<ul style="list-style-type: none"> • Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines. • Thinks critically and actively collaborates with colleagues and Leaders. • Contributes to the development of business improvement initiatives.
Customers & Stakeholders	<ul style="list-style-type: none"> • Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution. • Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner.
Efficient & Effective Delivery	<ul style="list-style-type: none"> • Provides an asset data management service, including the recording and validation of asset data, in accordance with established policies, processes and procedures, ensuring that information is accurate and up to date. • Schedules and undertakes safety inspections and condition assessments of the City's infrastructure network of assets in accordance with asset management objectives to enable condition based decisions relating to short and long term renewal programs. • Reports hazardous or defective infrastructure assets to relevant customers and stakeholders, enabling remedial works to be undertaken before potential incidents occur. • Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers. • Proposes innovation and business improvement initiatives within area of accountability activity.
Systems & Processes	<ul style="list-style-type: none"> • Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements. • Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required. • Contributes to the development of processes and procedures that support the work of the Service Unit.
Resources, Governance, Compliance & Risk	<ul style="list-style-type: none"> • Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks. • Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct. • Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation.

CAPABILITIES REQUIRED

<p>Qualifications, Requirements and Experience:</p> <ul style="list-style-type: none"> • Qualification in relevant discipline such as civil engineering is desirable. • Relevant experience in a similar role is required. • Intermediate experience in the efficient utilisation of information systems and technology. 	<p>Skills and Knowledge:</p> <ul style="list-style-type: none"> • Intermediate computing, numeracy and literacy skills. • Intermediate keyboard / data entry skills. • Intermediate organisational skills with the ability to prioritise competing tasks. • Intermediate customer service skills.
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- National Construction Induction Certificate (White Card)
- Provide First Aid Certificate is desirable.
- C class Drivers Licence.
- This role requires a level of physical fitness for some activities undertaken.
- A certificate in Traffic Management is desirable.
- Intermediate communication and problem-solving skills.
- Knowledge of road construction and maintenance methods, techniques and practices.
- Knowledge of the practical application of occupational health and safety measures in the workplace including hazard identification when undertaking field inspections.

Key Stakeholder Relationships:

- Support the Coordinator Engineering Maintenance and Maintenance Engineer to assist them to carry out their roles.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

Role Authorities:

- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

Leader: Cameron Healy, Coordinator Engineering Maintenance

Next Up Leader: Brian Gee, Manager Asset Maintenance