

Position Description

TECHNICAL INSPECTOR (OPERATIONS)

Alpine Shire Council's Values – ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council have established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

POSITION OVERVIEW

This position is responsible for:

Primarily this role will be responsible for scheduled and reactive inspections of Alpine Shire assets. The Operations department maintains the road network (including roads, footpaths, bridges and drainage networks) and Open spaces, (including shared trails, hard and soft landscaping, trails and sporting fields) across the Shire. The Technical Inspector (TI) will be required to undertake inspections within prescribed timeframes and identify issues outside of (prescribed) intervention thresholds. The TI is required to utilise a broad range of experience to identify fit for purpose corrective solutions to ensure Council assets operate at their intended level of service.

Whilst training will be provided, it is anticipated the applicant will have a significant amount of experience in a diversity of maintenance and construction works and be able to offer practical advice and suggestions to guide work crews as required - applying innovation where appropriate.

In addition, the TI will be required to assist in ensuring Council's assets are accurately recorded, maintained and renewed in accordance with adopted Asset Plans, valuation schedules, and relevant legislation, contributing to proactive renewal and maintenance planning. The officer is required to support Council's asset management framework by undertaking regular asset inspections, collecting condition and attribute data, and contributing to the maintenance of the Asset Management Information System (AMIS) and the Road Management Plan.

Additional responsibilities include receiving, recording and processing permit applications related to activities and works on Council owned or managed land, including road reserves. This will include reviewing traffic management plans.

You will always be required to promote the Alpine Shire Council as a high standard customer-focused service organisation. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 6 Alpine Shire Council Enterprise Agreement
Reports to:	Operations Engineer
Supervises:	Contractors (as necessary)

KEY DUTIES AND RESPONSIBILITIES

Position Objective

To deliver high-quality, programmed and reactive inspection services across Council's civil and open space assets, ensuring infrastructure is safe, compliant, and maintained to agreed service levels.

The role places a strong emphasis on:

- Reactive inspections and rapid response to customer requests and defects
- Delivering excellent customer service and community engagement
- Supporting maintenance of roads, drainage, footpaths, parks, and vegetation assets
- Contributing to a proactive and responsive maintenance culture
- This position supports Council's goal of being a customer-focused and efficient organisation delivering positive outcomes for the community.

Key Responsibilities

Reactive & Proactive Inspections

Undertake high-volume reactive inspections triggered by customer requests, complaints, and defect reports

Conduct scheduled (proactive) inspections of:

- Roads, footpaths, drainage, and civil infrastructure
- Parks, reserves, trees, and streetscapes as required
- Identify defects, hazards, and maintenance needs and assign priority levels
- Ensure inspections align with Council's Road Management Plan and service standards
- Contribute to improving inspection frequencies and response times

Works Coordination & Follow-Up

- Raise maintenance work orders for internal crews and contractors
- Monitor completion of works and ensure quality outcomes
- Assist with balancing reactive demand versus planned maintenance programs

Asset & Data Management

- Record inspection outcomes using mobile/GIS asset systems
- Maintain accurate and defensible inspection records
- Identify trends and recurring issues across civil and horticultural assets
- Support development of asset management plans and service levels

Civil & Horticultural Asset Integration

Apply practical knowledge across:

- Civil infrastructure (roads, drainage, paths)
- Open space / horticulture assets (parks, trees, vegetation, amenity areas)
- Identify cross-over issues (e.g. drainage impacting vegetation, tree root damage to assets)
- Support integrated maintenance approaches across infrastructure and open space

Asset Management

Program and carry out scheduled defect, condition and reactive inspections of Council's assets to identify and program maintenance works and to enable timely customer feedback. Assets include:

- Complete specific condition inspections
- Collect and report asset attribute data into the asset management system to help update and enhance assets registers
- Collect programmed video data for Roads, Kerb and Channel and Footpaths including data collection for Rail Trails
- Oversee and process Dial Before You Dig (DBYD) requests
- Investigate and report on streetlight faults, signage renewals and rural road numbering allocations
- Bridges
- Drainage assets
- Roads - including line marking, signs & roadside furniture, sealed and unsealed inspections
- Liaise with the Asset and GIS teams to support data migration and data quality improvements
- Support insurance and Freedom of Information (FOI) requests by providing technical data and inspection records

Traffic Engineering Survey and Investigations

- Undertake planned and reactive traffic counter studies and report outcomes.

Budgeting

- Assist in the development of annual budgets.
- Provide input into the budget quarterly reviews as requested by the Operations Engineer and or Manager.
- Provide input into the development of the annual technical works budget, including recommended renewal and upgrade projects across each asset class.
- Monitor expenditure and ensure projects and services relating to key responsibilities are within the budget set by Council.
- Provide cost inputs for internal and contractor delivered inspections, including Road Management Plan and asset condition audits, and assist in estimating inspection frequency and resource requirements.

Legislation

- *Local Government Act 2020*
- *Road Management Act 2004 incorporating the Code of Practice*

Accountability and extent of authority

- Accountable to direct supervisor and manager.
- Collaborate with the Asset Management team for one day per week to report on and maintain assets data in a timely manner.
- Responsible for professional delivery of customer service functions.
- Freedom to act is governed by relevant budgets, policies, standards and procedures with regular reporting to the Supervisor or as directed.
- Accountable to Supervisor for the effective and responsible provision of duties outlined in the position description.
- Liaise with members of the public regarding key responsibility areas, risks and safety.
- Required to comply with Council's Employee Code of Conduct, Policies and Procedures.

The employee has the authority to:

- Take appropriate action to ensure the safety of self, fellow employees and public.
- Provide explanations to members of the public regarding works being performed.
- Perform duties specified in Instruments of delegation issued by Council and/or the Chief Executive Officer.
- Respond to assigned customer requests in a timely and professional manner, aligned with Council's Customer Promise.

General Engineering

- Assist in the review of Council's Road Management Plan (defect) inspection, reactive inspections and condition inspection to support the Asset Management team with renewal and upgrade planning.
- Provide input in relation to the Register of Public Roads, including the relevant service standards.
- Provide advice and guidance to ensure the effective management of the National Heavy Vehicle Regulator (NHVR) portal.
- Prepare Internal Traffic Management Plans (for Work crews) and review Events Traffic Management Plans.
- Support investigations relating to a broad range of infrastructure issues raised by internal and external customers, identifying and evaluating options and providing recommended solutions. Typical issues include:
 - Oversee automated Dial Before You Dig requests system
 - Rural Road Numbering allocation
 - Street Light fault investigation
 - Stormwater drainage investigations
 - Stormwater Point of Discharge applications
 - Review/approval of traffic management plans
 - Road closures, deviations and status enquiries
 - Permit applications for over-mass and over-dimensional vehicles
 - Bridge load limits
 - Permit applications for works on/occupation of Council land.

Judgement and decision making

- Ability to interpret and apply policy and standards in accordance with legislation, procedures, practices, delegated authority and industry standards.
- Ability to exercise discretion in the application of established standards and procedures.
- Ability to analyse options and provide recommendations to resolve problems.
- Ability to plan and implement change with approval of direct supervisor and or manager.
- Ability to apply innovative thought, presentation of alternatives, and justification of options. This can be on a day-to-day basis and in relation to strategy formulation.
- Ability to work unsupervised and independently to manage, plan and organise workloads within a field environment.
- Ability to deliver outcomes within budget and with a high level of attention to detail inspections and for reporting purposes.
- Perform tasks from a range of techniques, systems, equipment, methods or processes. The employee is required to select the most appropriate option, to achieve the best outcome. Personal judgement may be required.
- Ability to deal with the public in a confident and cooperative manner.
- Guidance and advice is available from the Operations Engineer or the Manager Operations.

Interpersonal skills

- Ability to write reports in field of expertise and prepare external correspondence.
- Sound written and verbal communication skills.
- When carrying out technical assessment actively engage with stakeholders to ensure their needs are well understood and that they are kept well informed with realistic expectations and workable solutions.
- Develop and maintain effective working relationships with a wide range of internal and external stakeholders.
- Ability to deal with the public in a confident and cooperative manner.
- Excellent customer service skills.
- Positively promote the Alpine Shire Council and its work-related activities.
- Demonstrate Council values including respect, accountability, and service excellence

Other duties

- Contribute to a collaborative and high-performing team culture.
- Support continuous improvement of inspection processes.
- Regularly report to Operations Engineer / Manager.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.
- There may be potential need for after-hours response (as required).

EXPERTISE

Qualifications mandatory

- Nationally Coordinated Criminal History Check (Fit2Work)
- Working with Children Check

Qualifications desirable

- Completion of a degree or diploma with relevant experience, and have practical hands-on knowledge across civil infrastructure (roads, drainage, paths)
- Current Victorian drivers licence
- Experience in infrastructure management or similar.
- Experience in Local Government desirable.
- Knowledge of Road Management Plans and infrastructure standards desirable
- Experience with customer request or asset management systems
- Traffic Management Qualifications
- Level 1 Bridge Inspection

Specialist knowledge and skills

- A sound knowledge of infrastructure asset construction and maintenance methodologies
- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Understanding of the role and its organisational context including relevant policies, plans and procedures
- Knowledge of and ability to effectively use relevant technology systems and applications relating to key responsibilities
- Sound written and verbal communication skills
- Sound computer skills, in particular MS Office and Asset Management Systems
- Highly developed multi-tasking and problem-solving skills and the ability to work independently, prioritise tasks and meet deadlines.
- Ability to solve relevant issues based on prior experience and/or by the effective application of established techniques and procedures.

Experience

- A minimum of three years experience in a similar role desirable
- Relevant hands-on experience in civil works, infrastructure maintenance, horticulture, or similar fields is highly regarded

COMPLIANCE, HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Ensure infrastructure meets legislative and Council requirements
- Support risk mitigation through timely identification and treatment of hazards
- Assist in responding to insurance claims, incidents, and public liability matters
- Promote safe work practices in all inspection activities
- Seek assistance when unsure of how to perform a task
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

PHYSICAL REQUIREMENTS

- You will be exposed to those conditions predominantly based with a field-based role working in an outdoor environment
This position will require you to undertake inspections based across the municipality.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.
- The work environment may require you to be sealed in a vehicle for extended periods of time.