

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Civil Works Inspector	
<b>Classification:</b> 5	<b>Effective Date:</b> N/A
<b>Reports to:</b> Engineering Approvals Co-ordinator	<b>Tenure:</b> Permanent

### 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

As part of the Engineering Approvals Team you will provide engineering support services ensuring that Council's infrastructure assets throughout the municipality are maintained to a high standard and quality in a professional, timely and accurate manner.

## Key Responsibilities

### *Position Specific Responsibilities*

- Inspections and administration of Council's Asset Protection Permits/Consents to Undertake Works in Road Reserves (Road Opening Permits), and Consents to Undertake Works in Drainage Easements (drainage works), to ensure Council's assets are protected, issuing of clearances for various stages of subdivision process (practical completion, engineering clearance for Statement of compliance etc.). Issuing a range of Consents and Permits, in accordance with the Road Management Act 2004, Subdivision Act and Council's Community Local Laws.
- Provision of technical advice and supervision of works for private developments and subdivisions to ensure compliance with stormwater drainage policies and processing Council contributions towards developer funded drainage schemes.
- The supervision of contractors and service authority works to ensure compliance with Council standards.
- Customer service advice on a range of civil engineering and construction issues.
- Assist with the development of strategies and review and implementation of systems to improve service delivery and high level of customer service.
- Perform other duties as required by management.

### *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.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

## Accountability and Extent of Authority

### Budget:

- Familiarity of budget principles.
- Budget: The position is responsible for monitoring of the funding for developer drainage contribution budget.
- Staff responsibility: Nil

### Staff responsibility:

Nil

## Judgement and Decision Making

- The position is clearly defined with established procedures. A variety of industry standards and guidelines are available to provide the best solution. Guidance is usually available.
- The incumbent has the authority and freedom to act within the established operational and cost guidelines as determined by the supervisor.
- The position will manage their workload with minimal supervision or direction from other staff.

## Specialist Knowledge and Skills

### Certificates/Licences and Experience:

- A certificate in civil engineering and/or demonstrated relevant experience in the supervision of civil works and administration of various asset protection and civil works permits
- General knowledge of the Road Management Act 2004 and Road Management (Works and Infrastructure) Regulations 2015 – Regulatory Impact Statement
- Relevant experience in this field including reading and interpreting engineering “design” and “As constructed” drawings and with a particular emphasis on drainage and roads.

## Qualifications and Experience

- A certificate in civil engineering and/or demonstrated relevant experience in the supervision of civil works and administration of various related permits
- Minimum 5 years of Local Government experience, and 10 years of Civil Engineering experience in general.

### Interpersonal Skills

- Demonstrated sound verbal, written and influencing skills.
- The ability to collaborate and gain cooperation from the public, developers, contractors and other employees to achieve required outcomes.
- A flexible approach to problem solving and the ability to manage a variety of complex tasks concurrently.

#### Key Relationships:

- The position will liaise with residents, builders, developers, service authorities, industry bodies, government agencies and a variety of internal staff and management throughout the organisation.
- The position will work closely with other Teams and Departments in City Development and Infrastructure Directorate on various civil infrastructure issues.

### Management Skills

- Ability to manage own time and workload and set priorities to enable for completion of a variety of moderate to complex tasks concurrently.
- Ability to influence and lead other staff to achieve goals and objectives.
- Ability to facilitate the site meetings in collaboration with other staff members.

### Application Requirements

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

### Key Selection Criteria

- A certificate in civil engineering and/or demonstrated experience in the supervision of civil works and administration of permits
- General knowledge of the Road Management Act 2004 and Road Management (Works and Infrastructure) Regulations 2015 – Regulatory Impact Statement
- Relevant experience in this field including reading and interpreting engineering “design” and “As constructed” drawings and with a particular emphasis on drainage and roads.

- The ability to gain cooperation from the public and other employees to achieve required outcomes.
- Demonstrated sound verbal, written and influencing skills.

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## 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.	N/A	N/A	Not required for the role.
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	Use of hands for office work.	Holding the mouse.	Office work.
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	N/A	N/A	N/A
<b>Standing</b> Tasks involve standing in an upright position	Site visits required for the role, visual inspections only.	As required.	Site inspections.
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height	N/A	N/A	Not required for the role.
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	N/A	N/A	Not required for the role.
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Periodic lifting of the pit lids with the pit lifter provided.	1 hour/week	Training to be provided if required.

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body	N/A	N/A	Not required for the role.
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	Part of the work day will involve sitting in the office and using computer. Also using laptop in the car.	Approximately 3 hours/day.	Safety measures put in place in the office and workstation assessed.
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence	Same standard of vision (equal to that required for driver's licence) required, both for office work and site visits.	Required to be able to perform office work (use of computer), and site inspections, as well as driving to and from site inspections.	Office work and site inspections.

Any other relevant comments: