

ASSETS INSPECTOR POSITION DESCRIPTION



Position Summary

The Assets Inspector is responsible for undertaking regular program of inspections, condition audits and data verification activities across Council's road and other infrastructure asset portfolio. This role supports the accuracy and completeness of Council's asset management system registers and reporting through the capture of new assets, updates to asset data/attributes and identification of defects in accordance with Council's Risk Management Strategy and Defects Assessment Methodology.

The position will:

- Identify, assess and record asset defects in accordance with Council's Risk Management Strategy and Defects Assessment Methodology;
- Capture and verify new assets and asset attribute information, ensuring accurate entry into Council's asset management and GIS systems.
- Ensure that safe, efficient and effective use is made of Council's personnel, plant and materials to support timely and customer-focused service delivery.;
- Undertake investigations, field assessments and technical studies as directed to support operational and strategic asset management decisions; and
- Carry out survey and set out of works as required to support maintenance and capital works programs.

Position Details

Title:	Assets Inspector		
Classification:	Band 4	Position Number:	407
Category and status:	Permanent full time		
Reports to:	Manager Council Assets		
Supervises:	Nil		
External relationships:	Government departments, Statutory Authorities, ratepayers and residents and contractors		
Date PD approved:	December 2025		

Position Key Responsibilities

Asset Inspections	<ul style="list-style-type: none"> • Undertake regular program of inspections and record / maintain a history of inspections. • Assist with prioritising of asset maintenance to maximise the investment in Council assets and provide the community with safe infrastructure. • Inform Superintendent of Works to enable efficient allocation of plant and resources to provide an improved customer service. • Ensure that assets are maintained in a safe and serviceable condition. • Attend to road safety or drainage problems after hours if called upon to do so. • Obtain necessary approvals and permits for the undertaking works. • Undertake field validation to ensure asset registers accurately reflect the physical assets in the field. • Capture, verify and update new asset information following construction, renewal or data verification. • Assist with preparing data, maps and reports for internal / external stakeholders when required. • Carry out any other duties as may be required by the Manager Council Assets from time to time. • Demonstrate knowledge of the Occupational, Health and Safety Act of 2004 and understanding of Occupational, Health and Safety.
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	<ul style="list-style-type: none"> • Inform the Manager Council Assets of any problems that may affect the proper and efficient operation of the Asset Management System and assist in correcting the problem to ensure correct and accurate information is being recorded. • Assist with maintaining, upgrading and improving the inspection process and the overall Asset Management System and processes. • Understand and observe the Risk Management Policy and related procedures. • Work safely and not place any other persons at risk of injury or property damage or loss. • Encourage other employees to work safely.
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Position Organisational Responsibilities

Leadership	<ul style="list-style-type: none"> • Not applicable
Strategy and policy	<ul style="list-style-type: none"> • Not applicable
Budget	<ul style="list-style-type: none"> • Make recommendations to the Manager on annual budget expenditure. Be required to periodically monitor and report on approved budget variances. Will be responsible for multiple budget lines.
Internal meetings	<ul style="list-style-type: none"> • Position will be required to participate in all team meetings.
External collaboration	<ul style="list-style-type: none"> • Not applicable
Risk management	<ul style="list-style-type: none"> • Understand and observe the Risk Management Policy and related procedures • Use risk management practices when performing day to day duties to minimise potential injury to Council staff and the public and / or damage to any property. • Report to Supervisor on any matter that may have a potential risk exposure to Council, fellow employees, contractors or the public. • Provide information expediently when requested and provide assistance in investigation of risk management issues or any claim that has been made against Council. • Ensure defect identification and reporting strictly follow Council's Defect Assessment Methodology and intervention levels.
Corporate records	<ul style="list-style-type: none"> • Responsible for accurate and timely storage of all records in Council's record management system. • Ensure asset-related documentation, photos, plans, inspection data and evidence are uploaded in accordance with Council's recordkeeping procedures.
Legislative framework	<ul style="list-style-type: none"> • Must comply with applicable standards and Acts (e.g., Road Management Act, Local Government Act, OH&S Act).
Council values	<ul style="list-style-type: none"> • Demonstrate and encourage behaviour in line with our Council values.
Behaviour	<ul style="list-style-type: none"> • Demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination consistent with the Code of Conduct.
Emergency Management	<ul style="list-style-type: none"> • May be required to take a role in municipal emergencies as detailed in Council's Municipal Emergency Management Plan. • Provide field support during emergencies where inspection or assessment of assets is required.

Position accountability, judgement, skills and qualifications

Accountability and extent of authority	<ul style="list-style-type: none"> • Coordination of assets inspections and recording in accordance with programs and instructions. • Provision of information to Council to ensure the community has safe infrastructure and efficient operations in accordance with the Road Management Plan.
Judgement and decision making	<ul style="list-style-type: none"> • Apply sound judgment when assessing asset condition, identifying defects, determining risk levels and recommending appropriate actions or escalation. • Use established procedures, standards and technical guidelines to resolve routine problems; refer complex or non-standard issues to the Manager for guidance. • Guidance and advice are available from the Manager. However, the role requires the ability to work independently and make informed decisions within defined parameters.
Specialist skills/knowledge	<ul style="list-style-type: none"> • Knowledge of transport, stormwater, buildings and open space asset types, their construction methods and typical maintenance requirements.

	<ul style="list-style-type: none"> • Knowledge of the proper and economical use of labour, plant and materials for use when assessing and recommending maintenance responses. • Knowledge of Occupational Health and Safety requirements and safe work practices relevant to field inspections and site activities. • Understanding of risk management principles and their application to defect identification, prioritisation and reporting. • Ability to collect, interpret and record technical asset data to maintain accurate asset attribute and history data. • Knowledge of field inspection tools / methods and asset management software.
Management skills	<ul style="list-style-type: none"> • Ability to provide a consistent approach to prioritising asset maintenance to minimise risk. • Ability to manage time, set priorities, plan and organise works programs. • Ability to receive and interpret instructions, record and report on actions. • Ability to train assistant inspectors or other field staff when required. • Ability to work independently, often in remote or unstructured field environments, while maintaining high standards of accuracy and safety.
Interpersonal skills	<ul style="list-style-type: none"> • Oral and written communication skills to liaise with staff, Councillors, members of the public and Contractors. • Ability to motivate and direct assistant personnel. • Ability to identify problems, propose practical solutions and collaborate effectively with operational teams and supervisors.
Qualifications/experience	<ul style="list-style-type: none"> • Knowledge and understanding of risk management and OH&S. • Extensive experience in municipal works, civil construction, road maintenance or other related infrastructure fields. • Current Drivers Licence is essential. • Experience using computers, mobile inspection devices, asset management systems / GIS applications. • Physical fitness sufficient to safely undertake field inspections in varied outdoor environments. • Ability to problem solve and provide logical evidence-based recommendations.

Selection Criteria

Experience and Knowledge	<p>Experience in asset inspection, civil construction, municipal works or related infrastructure fields is required along with a broad and well developed understanding of operational services within a local government setting.</p> <p>Experience with asset management systems, GIS platforms, mobile inspection tools or digital data capture is preferred.</p>
Communication	<p>High level communication skills with the ability to translate information into plain English.</p> <p>Ability to communicate to a wide and varied audience including depot staff and community members.</p>
Conflict resolution	<p>Demonstrated ability to manage and diffuse conflict situations.</p>
Leadership	<p>Ability to provide leadership, mentoring, coaching and direction to staff.</p> <p>Ability to contribute positively to team culture and operational outcomes.</p>
Writing skills	<p>Ability to prepare clear, accurate and concise written material, including inspection reports, defect summaries and operational documentation.</p>
Qualifications	<p>Qualifications and or relevant experience in civil construction, infrastructure maintenance, asset management or a related field are essential.</p> <p>Current Driver's Licence is essential.</p>
Budgets	<p>Ability to provide input into asset maintenance budgets and monitor expenditure against allocated budget lines.</p>
Innovation	<p>Proven ability to review processes and implement improvements that lead to efficiency gains or improve the accuracy of Council's asset information.</p>

Acceptance of Position Description		
Approved: Chief Executive Officer	Signature: 	Date: 8 December 2025
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
Approved:	Signature:	Date:

Position Description: Asset Inspector
Altus ECM reference: Folder # 3.000344- ECM Record # INT24/367E63EF
Position Description developed: July 2010
Position Description reviewed: 7/2010, 14/5/2024, 1/12/2025