



Position Description

POSITION DETAILS	
Date of PD	September 2018
Position Title	Parks Asset Inspector
Position Grade	9
Directorate Business Unit	City Services City Operations Parks Services
Reports to	Parks Infrastructure Supervisor
Physical Requirements Category	Category 2- Field Role with considerable Physical Requirements

POSITION OVERVIEW

This position is responsible for the undertaking of council's asset inspection program using council's nominated software platforms relating to park assets. They will be responsible for the implementing and undertaking the delivery of scheduled assets inspections, performing risk identification, mitigation and asset defect processing. The Parks Asset Inspector will conduct capital and renewal works assessment, capital works cost allocation to assets and condition rating of refurbished assets. They will work cross functionally to deliver accurate asset information systems pertaining to park assets for cross departmental usage.

KEY RESPONSIBILITIES

- Implement and conduct scheduled inspections for Council's parks assets.
- Effectively use council's information systems to assess parks assets, The Parks Asset Inspector responsibilities include conducting condition rating of assets in line with council's procedures, identifying defective assets, ensuring risk mitigation practices are used and make recommendations on rectification actions. They will complete documented records on all inspections and actions to minimise councils risk exposure.
- Allocation of post inspection works and defect findings to relevant stakeholders.
- Use ArcGIS and TechnologyOne platforms to manage the council's Asset Register pertaining to Parks. This includes using both platforms to create and capture asset information.
- Carry out post construction handover inspections of Parks capital projects and identify and action asset capitalisation and decommissioning requirements in line with council's asset register.
- Liaise with the Parks Asset Systems Coordinator to capitalise and decommission parks assets in line with council's asset register.
- Carry out re-assessment of asset condition post renewal works by various internal stakeholder.
- Assist the Parks Infrastructure Supervisor and Park Services Manager to generate annual, bi-annual and long term scheduled assets inspections and works program.
- Ensure works are undertaken in line with council's asset based reporting systems.
- Liaise and negotiate with internal stakeholders, external stakeholders and customers to maximise the effective delivery and relevance parks infrastructure scheduled maintenance and inspections ensuring they meet the needs of all council departments and customers.
- Initiate and implement improvements in work practices and procedures to achieve continuous system development. This includes nominated software platform configuration development, increasing synchronisation between council's primary asset management platforms and documentation of system configuration.
- Provide support as and when appropriate to other tasks within the unit.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Knowledge

Qualifications (Level)

- Diploma in Business Management, Project Management or relevant fields
- Qualifications or formal training in ArcGIS
- Level 2 Playground Inspections

Experience

- Experience in the maintenance and operation of play equipment
- Experience in the maintenance and operation general parks infrastructure
- Experience in using TechnologyOne to manage tasks
- ArcGIS experience specializing in mobility applications
- Experience in using AutoCad and Revit programs for drafting
- Microsoft suite experience including key programs such as Excel and Word

Skills

- Demonstrated understanding of Parks operations.
- Demonstrated ability conduct risk assessments and risk mitigation practices.
- Demonstrated ability to condition rate park assets in line with industry standards.
- Demonstrated self-administration skills using corporate software for document and complaints recording.
- Demonstrated ability to make decisions with regard to technical issues.
- Ability to develop and implement annual, bi-annual and long term works programs.
- Ability to work co-operatively in a team and cross functionally across Council.
- Word processing skills at a basic level.
- Spreadsheet skills at an intermediate level.
- Demonstrated good verbal and written communication skills.
- Demonstrated self-administration skills using corporate software for document and complaints recording.
- Ability to develop and work to priorities.
- Ability to work co-operatively in a team and cross functionally across Council.
- Demonstrated good customer service skills.

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature..... Date:

Manager's Signature..... Date: