

## Position description

<b>Position title</b>	Asset Inspector
<b>Position number</b>	201198
<b>Classification level</b>	C
<b>Group</b>	Property
<b>Reports to</b>	Asset Systems & Compliance Manager
<b>Location</b>	1010 La Trobe Street, Docklands
<b>Date</b>	April 2025
<b>Tenure</b>	Permanent full time

## Our organisation

VicTrack is custodial owner of Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

## Our business groups

Our business is made up of two specialist delivery groups – Property and Telecommunications – supported by Corporate Services, Strategy & Transformation and the Office of the Chief Executive.

### Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

### Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

### Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

## Dimensions

### Reporting relationships

The Asset Inspector reports to the Asset Systems & Compliance Manager.

### Budget

N/A

## Purpose of the position

The Asset Inspector will be responsible for undertaking inspections of Property Group's infrastructure assets, which includes an extensive portfolio of buildings and facilities. In conjunction with the Maintenance team, the Asset Inspector will play a vital role in the engagement and supervision of contractors for various maintenance and rehabilitation works, which also extend to the portfolio of over 100 bridges of which the Property Group is the custodian.

The Asset Inspector will work closely with the Infrastructure team to plan inspections, identify and oversee the resolution of all defects and problems, and contribute to the continuous improvement of programs and associated processes.

The Asset Inspector will have a genuine interest and passion for the management of infrastructure assets. They will be competent using contemporary tools to perform their role, including use of tablet devices and associated apps. They will be proactive in contributing to the preservation and maintenance of our assets, assisting in the identification and resolution of problems before they escalate. They will demonstrate accountability for the work they undertake and get engaged to do.

### Key accountabilities/functions

- Manages condition and compliance assessments on a variety of buildings and other assets in accordance with the infrastructure asset inspection program and procedural requirements, and ad hoc inspections where required.
- Prepare accurate, complete and actionable reports for all inspections undertaken to assist with preventative maintenance and capital program.
- Responsible for the preparation of maintenance plans and schedules, including facilitating budget preparation to support bridge Capex and Opex programs.
- Undertakes audits of completed maintenance and rehabilitation works, and ensure contractors comply with agreed scopes of work.
- Undertakes audits and liaises with contractors for Essential Safety Measures to assist with issuing Annual Essential Safety Measures Reports (AESMR) or Non-Conformance Statements.
- Supports reviews of processes, procedures and related activities such as failure modes and effects analyses.
- Manage and produce reports on inspections, presenting findings to relevant internal stakeholders, ensuring a high standard of data quality during inspections and all data collection activities.
- Manage and produce reports in inspections, presenting findings to relevant internal stakeholders and identify and resolve issues relating to preservation and maintenance of assets, escalating as required.
- Manage rectification of bridge defects in conjunction with contractors to ensure a responsive and timely approach to necessary works, appropriate to the level of defect severity. Assess if works are completed to a high standard, implement corrective actions if defects or quality issues are identified.
- Provide technical support and assistance to the Asset Systems Officer with regard to asset management and asset maintenance.

### Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

## Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

## Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

## Individual attributes

### Qualifications

- Tertiary qualification in building inspections and/or bridge design
- A current Working with Children's Check or the ability to obtain one (essential)
- Victorian driver licence (essential)
- TLIF0020 Safely Access the Rail Corridor

### Knowledge and experience

- Demonstrated experience and technical expertise to perform routine inspections and condition assessments of buildings (essential).
- Demonstrated experience in ensuring routine inspections and condition assessments are carried out in accordance with VicTrack procedures.
- Demonstrated experience in quantifying and prioritising asset defects for remediation (essential).
- Technical expertise and ability to identify various building materials and building elements.
- Familiarity with the National Construction Code and Building Regulations 2018.
- Possess a genuine interest and passion for the management of infrastructure assets, demonstrating a proactive approach to the preservation and maintenance of assets.
- Proficient in the use of tablet devices and associated applications.
- Demonstrated knowledge and experience performing infrastructure asset inspections (essential).
- Ability to review outcomes of Essential Safety Measures and sign off Annual Essential Safety Measures Reports (AESMR) or issue Non-Conformance Statement (highly desirable).
- Experience in analysing asset data, presenting findings and making recommendations based on findings.

## Interpersonal and other features

### Internal relationships

- All VicTrack employees

### External relationships

- All VicTrack customers
- Vendors and/or suppliers