



# **OPS3 Vehicle Inspection Officer Physical Assets Services Branch**

## **ORGANISATIONAL OVERVIEW**

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South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

## **POSITION OVERVIEW**

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### **Summary**

PASB is comprised of seven units: Capital Projects Unit, Major Projects Unit, Strategic Infrastructure & Assets Unit, Contracts, Impound & Armoury Unit, Strategic Operations: Fleet & Property, Facilities Management Unit, and Business Management Unit. A 'one team' mindset driven by leadership at all levels, that is focused on achieving our Vision and Key Strategy allows us to realise the full potential of our workforce and ensures service excellence. To achieve this, members adopt a problem solving, informative approach.

The Vehicle Inspection Officer is accountable to the Fleet Quality Assurance Supervisor, Fleet Operations for undertaking the inspection of commissioned and decommissioned motor vehicles to ensure that vehicles and associated equipment and fittings are in a safe operational condition, and that the work performed is in accordance with SAPOL's requirements under the Vehicle Commissioning and Decommissioning Contract.

This role actively liaises with the contractor and SAPOL personnel/managers and provide verbal and written reports as appropriate. Oversees a program of maintenance on selected

Service

Integrity

Leadership

Collaboration

Courage

Respect



SAPOL motor vehicles and undertake and assists with research and development activities. Assists with the upgrading of SAPOL’s technical specifications and undertake other inspection duties within the Branch as required.

This is a key role responsible for achieving professional and high quality outcomes for SAPOL fleet across a statewide portfolio, in a dynamic working environment, ensuring a high level of customer service and timeliness is provided and maintained.

**Special Conditions**

<b>Work Status</b>	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
<b>Location</b>	The occupant of the position will be based at Netley and must be prepared to undertake any inspection duties within the Branch on a State-wide basis, which may involve overnight absences of one or more nights
<b>Qualifications</b>	Must have a current unencumbered Car Class Driver’s Licence and pass a police driving test prior to appointment. In addition, the incumbent should be able to drive using a manual gearbox and have or be willing and able to obtain a light truck licence (Class: LT) within the minimum time allowed by legislation.
<b>Out of Hours Work</b>	Some out of hours work may be required.
<b>Travel</b>	Some intrastate and interstate travel may be required.
<b>Performance Management</b>	The incumbent is required to participate in SAPOL’s iEngage program.

**Reporting / Working Relationships**

- The Inspection Officer reports to the Fleet Technical Manager and works closely with members of Fleet Operations and its contractors, and a range of SAPOL managers and personnel.
- The role will have contact with sworn Police Officers, SAPOL employees and other government agency staff

**KEY OUTCOMES**

Ensure effective and high quality outputs of the Fleet Operations Unit in achieving successfully commissioned SAPOL vehicles that meet quality standards by:

- Ensure that the SAPOL Contractor is commissioning, decommissioning and

undertaking warranty/maintenance work on SAPOL vehicles and associated equipment to meet acceptable safety standards and in accordance with SAPOL's requirements by:

- conducting vehicle inspections to ensure compliance with work orders, predetermined technical and quality standards, and for the presence of original vehicle equipment;
  - approving commissioned vehicles for release to operational and other areas;
  - approving decommissioned vehicles to be returned for disposal;
  - undertaking ad hoc inspections as required;
  - providing verbal and written reports as appropriate; and
  - liaising with Contractors, Service Providers and SAPOL personnel/managers on vehicle related matters.
- Ensure timely and accurate checking of Contractor paperwork and data entry into SAPOL fleet management system.
  - Ensure that vehicles to be returned for disposal are mechanically sound by arranging necessary service and repairs.
  - Minimise down time of SAPOL vehicles by identifying areas for improvement in equipment and fittings, and providing appropriate reports and recommendations.
  - Contribute to the assessment of Contractor allegations of vehicle faults being caused by SAPOL personnel and/or by inappropriate mechanical servicing and repair of SAPOL vehicles, by undertaking inspections and preparing appropriate reports.
  - Contribute to research and development by overseeing the installation of items, fittings and equipment on SAPOL vehicles, undertaking practical tests and reporting results.
  - Contribute to the ongoing review of SAPOL's Technical Specifications for the commissioning and decommissioning of SAPOL's vehicles by assisting the Manager, Fleet Operations in the review and updating of those Specifications.
  - Ensure that loan pool and Branch vehicles are available to meet operational needs by conducting regular inspections and arranging any required service and maintenance.
  - Contribute to the assessment of damaged vehicles where appropriate when necessary, by inspecting mechanical componentry for damage, providing reports on the expected cost of repairs, inspecting repair work after completion, and by providing other support as required.
  - Contribute to Branch inspection responsibilities by performing the Accident Assessor (?) duties and other duties when required.
  - Contribute to the maintenance of the information system on Contractor performance by inputting data on vehicles inspected and work performed.
  - Ensure up to date technical skills and knowledge are maintained by reading technical journals and supplements, and undertaking necessary courses, as approved.
  - Contribute to the effective, efficient and safe operation of the Branch by:
    - continually assessing improved means of achieving Branch and position outcomes and providing appropriate input and advice;
    - Ensure safe procedures are followed and hazards in the workplace are reported to the Fleet Technical Manager and submit formal notification as directed
    - making proper use of, or ensuring to the extent of their responsibility the proper use of all safeguards, safety devices, personal protective equipment and other appliances provided.
  - Observe and apply Work Health and Safety principles and practice and ensure

behaviour is consistent with the Public Sector Code of Ethics, SAPOL's personnel management standards and employee conduct standards. Ensuring Equal Opportunity, Equity and Diversity practices in the workplace are complied with and by striving to provide a harmonious workplace free of unlawful discrimination, sexual harassment and bullying

- Actively undertake training, participate in multi-skilling and as new initiatives are developed, be prepared to adapt to changing work practices and ways of providing support to clients.

## QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

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### Essential Minimum Requirements

- Sound interpersonal skills and customer focus with a proven ability to communicate effectively with service providers, service users and personnel at all levels.
- Demonstrated ability to write clear and concise technical reports that ensure information is easily understood by various stakeholders, including non-technical personnel.
- Ability to interpret technical workshop manuals and wiring diagrams.
- Manage and prioritise tasks effectively to meet deadlines in a fast paced environment.
- Demonstrated experience in the service and repair of petrol and diesel powered motor vehicle.
- Ability to conduct vehicle inspections, mechanical and electrical fault diagnosis and testing of vehicles.
- Demonstrated current technical knowledge of petrol and diesel powered motor vehicles and trends in the vehicle industry.
- Experience in the operation of Microsoft software applications and database systems and the ability to retrieve and record information accurately on databases in a timely manner.
- Ability to maintain confidentiality at all times.

### Desirable Characteristics

- Exposure to an emergency services or government agency fleet environment.
- Exposure to the commissioning and decommissioning of vehicles.
- Computer Database skills and knowledge in a fleet management environment, including intermediate level knowledge of Microsoft Word and Excel.

## CORPORATE RESPONSIBILITIES

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- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.

- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.