



JOB DESCRIPTION

Position:	Works Inspector
Location of position:	Various
Reporting to:	Works Manager
Specific accountabilities:	As below

Objectives

The primary purpose of this position is to supervise and inspect construction works and coordination of construction activities with various stakeholders including contractors, sub-contractors, consultants, suppliers etc.

Key Duties and Responsibilities

- Read and Understand Technical Drawings and Contract Document
- Quality Assurance and Quality control of variety of construction projects including construction of roads, bridges, footpaths, subdivision and commercial street improvements, landscape maintenance, grading etc. ensuring compliance with applicable codes, ordinances and regulations.
- Monitor sampling of materials for examination or analysis by laboratories; review tests of construction material including asphalt, sand, gravel, concrete and aggregate base
- Inspect road surface improvements including survey, subgrade preparation, soil stabilization, spreading and rolling of asphalt and resurfacing of kerbs and channel.
- Prepare detailed documentation of construction progress and inspection; prepare various reports on daily operations and activities.
- Perform cost control, recognize potential cost increases and provide recommendations and solutions.
- Observe work during progress and upon completion. Confer with contractors, engineers and project managers to ensure that safety procedures are followed, advice contractors of changes in plans and layouts.
- Monitor contractors, sub-contractors and consultants through all phases of construction to ensure compliance with all FRA standards and contract requirements.
- Conduct final inspections, review as built drawings, compile final inspection list and get the works completed correctly
- Communicate effectively with all stakeholders and contractors.
- Identify problems and provide solutions to site issues after consultation from FRA Program Manager.



- Carry out scoping works as required.
- Confer with members of the public regarding project schedule and hazards, schedule service interruptions with the least interference.

Managing of Road Resources

- Monitor the implementation of contractor maintenance programs;
 - Develop weekly and daily activity schedules;
 - Maintain progress against schedule(s) of maintenance activities;
- Manage works against budgets:
 - Site materials and quantity documentation;
 - Hours and rates for employees, hired plant and resources
 - Maintain order records for resources – material, plant, people/services
- Maintain overall quality and quantity measures
 - Approve site documentation;
 - Monitor, analyse and report against targets and budgets
 - Arrange, monitor and record quality tests

Technical services

- Interpretation of technical civil (road) plans and specifications;
 - Documentation;
 - Field layout;
- Support the maintenance operations/personnel:
 - Technical delivery/implementation;
- Interpretation of quality measures, test results;
- Implementation of the risk management:
 - FRA risk management plan;

Compliant road renewal

- Operational compliant operations
 - Project specifications;
 - FRA Policy and Procedures.
- Statutory compliant roads and bridge renewal
 - Health and safety
 - Other statutory compliance.
 - Informed management



- Operational Reporting
 - Performance achievement against targets;
 - Ensure works undertaken comply with required standards, specifications and scope of works.
 - Projects against plan
 - Budget reporting.
- Incident and event reporting
- Perform other duties as directed by the Manager, Head of Department or the CEO.

Common Accountabilities

Compliance

Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law.

Ensure that all actions are within such powers as may be delegated by the Authority.

Compliance at all times with the Authority's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make.

Full compliance with the adopted risk management framework within the area of responsibilities.

Organisational Performance

Promptly provide complete and accurate project performance results (against any performance targets listed in the Asset Management Plan and Corporate Plan and any other performance criteria within the assigned area of responsibility) throughout the year and for the Half Yearly Report and the Annual Report.

General Management

In all decision-making (at all levels) identify all reasonable and practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option.

In all work relating to particular area of responsibility, ensure that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible with least disruptions to the Public.

Protection of the Authority's intellectual property rights.

Protection of the Authority's reputation.

Good public relations.



Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to a Business Continuity Plan and an Operations Recovery Plan.

Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and the incumbent's performance will be appraised by the Senior Engineer and reviewed by the Programme Manager.

The Works Manager will appraise the Works Inspectors which will be reviewed by the Programme Manager.

Mandatory Requirements

- Degree in Civil Engineering or similar discipline with minimum 3 years' relevant work experience or Diploma in Civil Engineering or similar discipline with minimum 6 years' relevant work experience;
- Project Management qualification and experience;
- Experience in direct supervision/managing of maintenance activities, including planning and specification interpretation;
- Understand people management and demonstrated team leadership;
- Knowledge of standard testing methodology for road works;
- Innovative and problem solver;
- Excellent command of English, written and verbal;
- Proficient with MS-Office, Word, Excel and Project Management;
- Valid Group 2 Driving license (manual).

This job description has been approved by:

Name	
Designation	
Signature	
Date	