

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Chief Works Inspector

Core code :

Post level and salary code : 8

Occupational class code :

Name of component :

Location :

Posts reports to :

Date of appointment :

### B. JOB PURPOSE

To plan and execute inspections for new and maintenance work on project sites to ensure that work are being done in compliance with relevant regulations and legislation.

### C. KEY PERFORMANCE AREAS

1. Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following:
  - (a) Prepare specifications for unplanned maintenance and minor new work.
  - (b) Develop a bill of quantities.
  - (c) Develop proposals on the associated costs.
2. Render an inspection service of work done on new projects and existing structures, through inter alia the following:
  - (a) Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained.
  - (b) Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken.
  - (c) Develop, implement and maintain an electronic record system for work being done and work that was finalised.

- (d) Develop progress reports on outstanding and finalised work.
3. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following:
    - (a) Develop and interpret plans and sketches.
    - (b) Draw-up quotation documents and compile specifications, bills of quantities and bid documents.
    - (c) Adjudicate and provide recommendations on quotations and bids.
    - (d) Liaise with relevant stakeholders in respect of technical aspects.
  4. Manage the activities of contractors on project sites through inter alia the following:
    - (a) Advise and guide contractors in respect of the compliance to legislation and procedures.
    - (b) Verify invoices and certify progress of payments.
    - (c) Check and process variation orders and make recommendations on requests for the extension of deadlines.
    - (d) Brief contractors and consultants on projects and certify claims for fees.
    - (e) Ensure effective contract administration.
    - (f) Facilitate and resolve problems emanating from projects and develop progress reports on projects.
  5. Gather and submit information in terms of the extended public works programme.
  6. Supervise the performance and conduct of Works Inspectors through inter alia the following:
    - (a) Identify skills development needs and provide training and development opportunities for Works Inspectors.
    - (b) Provide advice and guidance on the interpretation and application of legislation, policies and procedures.
    - (c) Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated.
    - (d) Monitor the proper utilisation of equipment, stores and expenditure.
    - (e) Administer the departmental performance management and development system.

**D INHERENT REQUIREMENTS**

Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/core.asp>

**E APPOINTMENT REQUIREMENTS**

The following qualifications may be considered for appointment

1. A National Diploma (T/N/S streams) or equivalent, or
2. A N 3 and a passed trade test in the building environment, or
3. Registration as an Engineering Technician, and
4. A valid drivers licence
5. 3 to 5 years appropriate experience

**F CAREER PATHING**

Compliance with the requirements of higher posts.

**G AMENDMENTS TO JOB DESCRIPTION**

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

**H PERFORMANCE AGREEMENT**

The Performance Agreement of the post holder, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

**JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POST HOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**