

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Control Works Inspector

Core code :

Post level and salary code : 10

Occupational class code :

Name of component :

Location :

Posts reports to :

Date of appointment :

### B. JOB PURPOSE

To ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislation, regulations and standards.

### C. KEY PERFORMANCE AREAS

1. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up.
2. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance, through inter alia the following:
  - (a) Allocate tasks and projects in relation to the maintenance of existing and new works.
  - (b) Monitor the progress and expenditure on current maintenance and minor new works projects.
  - (c) Attend monthly project progress meetings with relevant stakeholders.
  - (d) Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments.
  - (e) Ensure accuracy of tender documents, specifications and bills of quantities.
  - (f) Ensure effective contract administration through the resolution of disputes.

- (g) Promote and assist SMMEs, BBBEE and PPPs.
  - (h) Promote the initiatives of the Extended Public Works Programme (EPWP)
3. Ensure that the relevant project documentation for new and existing structures is compiled, through inter alia the following:
- (a) Develop and interpret plans and sketches.
  - (b) Draw-up quotation documents and compiles 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 and consultants through inter alia the following:
- (a) Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures.
  - (b) Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures.
  - (c) Verify invoices and certifies progress of payments.
  - (c) Check and process variation orders and requests for the extension of deadlines.
  - (e) Brief contractors and consultants on projects and certify claims for fees.
  - (f) Ensure effective contract administration.
  - (g) 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 subordinates through inter alia the following:
- (a) Identify skills development needs and provide training and development opportunities for subordinates.
  - (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 and development system.

**D INHERENT REQUIREMENTS**

Consult the draft competency framework for middle managers and determine the skills and competencies required for this job. The competency framework is available [http://www.dpsa.gov.za/ep\\_documents.asp](http://www.dpsa.gov.za/ep_documents.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. More than 6 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.

**I JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POST HOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**