

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Works Inspector (Entry Level)

Core code :

Post level and salary code : 6

Occupational class code :

Name of component :

Location :

Posts reports to :

Date of appointment :

B. JOB PURPOSE

Undertake inspections for minor new and maintenance work under guidance to check if work that is being done is in compliance with relevant regulations and legislation.

C. KEY PERFORMANCE AREAS

- 1 Render a basic inspection service of work done on minor new and existing structures on a project basis. This includes:
 - (a) Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation.
 - (b) Conduct inspections on work done, or to be done, to check that proper quality control is maintained.
 - (c) Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken.
 - (d) Maintain an electronic record system for work being done and work that was finalised.
 - (e) Develop progress reports on outstanding and finalised work.
2. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following:
 - (a) Development and interpretation of plans and sketches.
 - (b) Draw-up quotation documents and compile specifications.

- (c) Participate in the adjudication process and provide recommendations on quotations.
 - (d) Liaise with relevant stakeholders in respect of technical aspects.
3. Oversee the work of contractors through inter alia the following:
- (a) Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards.
 - (b) Advise and guide contractors in respect of the relevant legislation and regulations.
 - (c) Compile payment documents.
 - (d) Compile and process variation orders and requests for the extension of deadlines.
 - (e) Ensure effective contract administration.
 - (f) Timeous development of reports on problems emanating from projects.
5. Gather and submit information in terms of the extended public works programme (EPWP).

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. No experience required

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.

PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a workplan 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: