

POSITION DESCRIPTION

Site Inspector Major Projects
(POS2272)

Directorate:	Operations	Department:	Project Delivery - Major Projects
Position Grade:	Grade 14	Reports to:	Coordinator Major Projects
Last review:	September 2024	Next review:	September 2026
		Version No.:	2.2

Position purpose:

To inspect and audit the day to day activities of Council contractors to ensure compliance with contractual requirements, particularly the specification and Work Health and Safety (WH&S) obligations.

Key accountabilities/responsibilities:

Responsible for:

- 1) Contributing to the successful development, acceptance and implementation of projects and programs.
- 2) Undertaking pre and post tender/quotation evaluation including WH&S project hazard identifications and risk assessments of relative work activities associated with allocated projects.
- 3) Project planning and coordinating to ensure effective day to day coordination and effective inspections and audits of contractors on work sites.
- 4) Inspecting and auditing the contraction, delivery and handover of recreation capital projects, including recording the contractor's site safety and daily activities through a site diary.
- 5) Contributing to the development of best practice asset and infrastructure solutions by giving consideration to political sensitivities, life cycle costs, safety, amenity, environment, access and user behaviour, community expectation and other risk management issues.
- 6) Providing specialist horticulture advice to Council staff in relation to Capital Works projects.
- 7) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.
- 8) Carrying out other duties consistent with the management of projects and site works as directed by the Manager Strategic Projects Construction.

Decisions made in the position:

- 1) Decisions within delegated authority
- 2) Determination of appropriate construction techniques and options
- 3) All matters in relation to the day to day management of allocated works and contracts including decisions taken as the nominated representative of the superintendent.

Decisions referred:

- 1) Any expenditure over the delegated limit.

Key issues/challenges:

- 1) Rapid city growth and providing best practice asset management solutions
- 2) Implementing new approaches to Council business
- 3) Management capital works program to maximise benefit within a constrained funding environment
- 4) Developing a team approach to the delivery of Council services

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Key working relationships:

- Directors, Manager and Coordinators
- Internal and external stakeholders

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA**Qualifications/Licences**

- Tertiary qualifications in project management, landscape construction trade and/or landscape architecture and/or horticulture, contract management or other relevant disciplines.
- Current Class C Drivers Licence
- WorkCover Construction WH&S Induction (White Card)

Experience

- Demonstrated experience in horticultural, open space construction and bush regeneration projects
- Demonstrated experience in managing and monitoring the day to day activities of construction team engaged on a variety of infrastructure projects across Council's parks, reserve and natural bushland.
- Experience raising the standard of contractor performance whilst minimising contract variations
- Communicating and presenting material and information to a broad range of stakeholders including community groups, elected representatives and senior management.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Ability to read and understand design and technical specification to facilitate the construction and delivery of recreation assets.
- Ability to exercise independence in the management of multiple capital and renewal projects is result drive, deadline orientated with strong people management skills
- Effective customer service skills in the Local Government environment
- Understanding of relevant legislation and regulations
- Knowledge of Local Government operations, processes and administrative procedures
- Knowledge of the principles and application of risk management and total quality management

DESIRABLE CRITERIA**Qualifications/Licences/Experience/Knowledge and Skills**

- There is no desirable criteria for this position

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous