

POSITION DESCRIPTION

Site Inspector - Works (POS1196, POS1763, POS1764)

Directorate:	Infrastructure and Environment	Department:	Infrastructure Delivery		
Position Grade:	14	Reports to:	Project Manager WSIGP Streetscape		
Last review:	May 2019	Next review:	May 2021	Version No.:	2.0

Position purpose:

To provide inspections to the day to day activities of Council Contractors and Service Providers to ensure compliance with contractual requirements, particularly the specification and WH&S obligations.

Site works will be undertaken during night-time hours between 8:00 pm and 5:00 am, Sunday to Thursday. A Site Inspector is required to be present throughout the duration of the works.

Key accountabilities/responsibilities:

Responsible for:

- 1) Investigating and Reviewing the scope and extent of works and providing feedback to the Project Manager WSIGP Streetscape.
- 2) The role is responsible for monitoring construction activities, maintaining accurate site records and documentation, identifying and resolving site issues, and providing daily progress reports to the Project Manager(s) to support the safe, compliant, and successful delivery of Council
- 3) Ensuring that Contractors fully comply with contractual requirements including specifications.
- 4) Investigation of customer requests and providing specialist advice to Council personnel in relation to capital or rehabilitation works (particularly roads and/or drainage) projects.
- 5) Liaison with Works Unit, Clients, other Council Staff, Government Agencies and Suppliers/Contractors to ensure project completion on time, within budget and in compliance with required quality standard.
- 6) Planning and coordinating projects to ensure effective day to day co-ordination, and , appropriate inspections and audits of contractors on works sites.
- 7) Ensuring that Contractors and Sub-contractor work activities are in compliance with the NSW WHS Act and Regulation requirements and environmental requirements at Project Worksites under their control.
- 8) Exercising the authority conferred by relevant contracts, to suspend or stop works where the project activities, carried out by a contractor/ subcontractor, is considered not compliant with the NSW WHS Act and Regulation requirements
- 9) Ensuring customers are notified prior to commencement of works.
- 9) Ensuring traffic control plans and road occupancy licences are appropriate and meet Roads and Maritime Services guidelines
- 10) Ensure the contractor provides full details in accordance with Council's requirements, of the quality of material applied and the quantities of material imported and exported to and from the site.

Decisions made in the position:

- 1) Release project hold points
- 2) Site Inspectors will not approve works that exceed their financial delegation of \$1,000. Any variations above this amount must be approved by the Project Manager.

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- 3) Minor site variations within the delegated approval limit may be approved, provided the Project Manager is notified on the next working day. Works acceptance/conformance with plans and specifications

- 4) Verify validity of contract payments claim

Decisions referred:

- 1) Major design issues
- 2) Contractual disputes
- 3) Budget commitments

Key issues/challenges:

- 1) Working in partnership with Council's Contractors to create long term value and benefit for Council customers and stakeholders.
- 2) Effective and efficient monitoring of Council contracts, resulting in delivery on time and within budget.
- 3) Delivering client satisfaction.
- 4) Maintaining accurate and up-to-date contract records including work site progress photos
- 5) Raising the standard of Contractor performance.

Key working relationships:

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|-----------------------------------|----------------------------------|
| • WSIPG Project Team | • Other Council's Departments |
| • Contractors | • Utility agencies |
| • Community members | • Material and product suppliers |
| • Manager Infrastructure Delivery | • Project Manager WSIGP |

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 • Appropriate tertiary qualifications and/or relevant work experience deemed equivalent in areas such as civil construction industry • Current Class C Driver's Licence • Current traffic control and construction general induction card (white card) Experience • Extensive practical experience in civil construction projects, including roads and drainage systems • Extensive practical experience in managing and monitoring the day to day activities of construction teams engaged on a variety of infrastructure projects • Experience in dealing with contractors on site • Experience in interpreting design drawings and specifications Knowledge and Skills • Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity • General knowledge of contract and procurement procedures and systems • Extensive knowledge in all phases of construction practices and techniques • Knowledge of project management principles • Knowledge and ability to resolve day to day construction issues • Knowledge of and ability to apply the principles of probity apply in all matters • Solid verbal and written communication skills including the ability to write reports
DESIRABLE CRITERIA
Qualifications/Licences/Experience/Knowledge and Skills • Continuing professional development as appropriate • Demonstrated interpersonal skills, dispute resolution skills and ability to negotiate with contractors

Our vision:

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

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous