



JOB DESCRIPTION

Position:	Capital Works - Construction Inspectors Footpaths
Location of position:	Various
Reporting to:	Senior Engineer
Special functional relationships:	Capital Works Team
Mandatory Requirements:	<p>To be successful, you must meet the following:-</p> <ul style="list-style-type: none">• Diploma in Civil Engineering;• At least 7 years' experience in similar role;• Understanding of footpath construction and roading materials;• Should be able to read drawings and specifications;• Ability to interpret lab results for materials;• Identify problems and implement onsite solutions;• Good record keeping and ability to prepare daily reports and day work records;• Full drivers licence;• Computer literate and proficient with MS-Office;• Good verbal and written communications skills;• Attention to detail;• Team player but able to work as an individual;• Committed and ability to work independently;• Ability to work well under pressure and meet stringent timelines;• Valid driving license (Manual preference).
Specific accountabilities:	As follows

OBJECTIVES

The primary purpose of this position is to supervise and inspect Footpath and other construction projects in the country.

KEY DUTIES AND RESPONSIBILITIES

- Read and understand drawings and footpath contract document
- Inspection of footpath laying, kerb and channel, subgrade, drainage etc.
- Understanding of materials and its testing and interpretation of lab results.
- Communicate effectively with all stakeholders and contractors.
- Identify problems and provide solutions to site issues.



- Carry out scoping works as required.
- Maintain proper site records of plants and materials used on site
- Prepare weekly and monthly reports
- Assess contractor's progress claims.

ADDITIONAL RESPONSIBILITIES

- Such additional functions and duties as the line Manager may from time to time require.

COMMON ACCOUNTABILITIES

Compliance

Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law.

Ensure that all actions are within such powers as may have been delegated by the Authority.

Compliance at all times with the Authority's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make.

Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

Organisational Performance

Promptly provide complete and accurate financial and project performance results (against any performance targets listed in the Asset Management Plan and Corporate Plan and any other performance criteria within the assigned area of responsibility) throughout the year and for the Half Yearly Report and the Annual Report.

General Management

In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option.

In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity.

Protection of the Authority's intellectual property rights.



Protection of the Authority's reputation.

Good public relations.

Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to a Business Continuity Plan and an Operations Recovery Plan.

Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities annually. The incumbent's performance will be appraised by the Senior Engineer and reviewed by the Programme Manager.