Fiji Roads Authority

JOB DESCRIPTION

Position:	**Civil Works Inspector**
Location of position:	Central
Reporting to:	Graduate Engineer Civil
Special functional relationships:	All FRA staff
Mandatory Requirements:	To be successful, the incumbent must have:- - Advance Diploma in Civil Engineering; - At least 8 - 10 years relevant industry experience; - Demonstrated analytical and problem solving skills with the ability to read and interpret construction design drawings and possess good knowledge of concrete works namely reinforcement, curing and associated tests; - Demonstrated highly developed interpersonal communication skills, with the ability to liaise with people at all levels of the organisation and from a range of business and cultural backgrounds; - Demonstrated high level of verbal and written communication skills particularly in regards to the preparation of reports and various forms of correspondence; - Demonstrated organisational skills and ability to function autonomously within a team environment to support and deliver quality work outcomes, manage conflicting priorities and meet tight timeframes; - Demonstrated initiative when carrying out responsibilities and have the ability to be flexible to meet the demands of working in a challenging environment and the ability to anticipate the needs of the line manager; - Demonstrated advanced computer literacy in Microsoft Office applications: MS Word, PowerPoint, Excel, Outlook and knowledge of AutoCad will be an added advantage. - Valid driving license (Manual).

OBJECTIVE OF THE ROLE

The role of the Civil Works Inspector is to assist the Programme Manager Electrical with the inspection, reporting, monitoring and liaising with contractors on all civil works related to the streetlight maintenance and projects.

SPECIFIC ACCOUNTABILITIES

Administration

1. Provide support to the Programme Manager Electrical to ensure efficient operations including:
    a. Developing weekly and monthly project progress reports.
    b. Coordinate the flow of information from the Graduate Civil Engineer to contractors.
2. Produce high quality documentation utilising software applications such as MS Word, PowerPoint, Excel, Publisher and AutoCad.
3. Maintain personal subject knowledge, technical proficiency and skills appropriate to the role including compliance with appropriate legislation, policies, procedures and standards.

Operations

1. Coordinate the delivery of FRA materials from suppliers to contractors.
2. Analysis and preparation of Interim Payment Certificates claims from contractors
3. Preparation of monthly reports relating to department's operational activities
4. Research, analyse and select suitable solutions relating to streetlight civil works.

Stakeholder Management

5. Develop and maintain positive and collaborative relationships with internal and external stakeholders namely streetlight project contractors.

Projects

6. Inspections and verification of all aspects of cable trenching, ducting, foundation, formwork, reinforcement and concrete casting related to streetlight project.
7. Investigate and monitor progress of various projects and action items.
8. Coordinate weekly project updates from contractors and compile monthly reports.
9. Carry out joint measurement and claim verification for streetlight projects civil works.
10. Coordinate the supply of FRA materials to streetlight project contractors.
11. Coordinate the approval of permits, corridor access and other Utility agreements with contractors.
12. Provide a range of project activities and tasks, for example, conduct and compile research and analysis within specific parameters.

PERSONAL ATTRIBUTES

13. Fully competent Civil Inspector able to maintain high professional standards in a range of projects.
14. An eye for detail and ability to prepare clear and accurate reports.
15. Have the skills necessary to manage a programme or project, includes managing relationships with project associates and project tasks, budgets, scope and risk etc.
16. Competent and analytical Civil Inspector i.e.: able to make quality recommendations as well as to identify, assess, evaluate and solve problems.
17. Professional and confident with the essential, basic business and communication skills that are required for career growth in all positions.
18. Ability to work in a multicultural team environment as well as under minimum supervision.
19. Ability and willingness to undertake travel and other job demands.

ADDITIONAL RESPONSIBILITIES

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

COMMON ACCOUNTABILITIES

Compliance

Ensure that all actions of the Authority and its Consultants and 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 Operations Manual, 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 GM Network Operations and Maintenance & GM Capital Works area of responsibilities.

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.

Organisational Performance

Assist in the preparation of accurate financial and non-financial performance results (against such of the performance targets listed in the Asset Management Plan, Corporate Plan and SOI as they relate to the Programme Manager's particular area of responsibility) whenever required – but especially for updates of the Asset Management Policy, Asset Management Strategy, Asset Management Plan, Corporate Plan, and SOI and for the regular progress reports throughout the year, the Half Yearly Report and the Annual Report.

Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities in March each year– following submission of the Annual Report to the Minister.