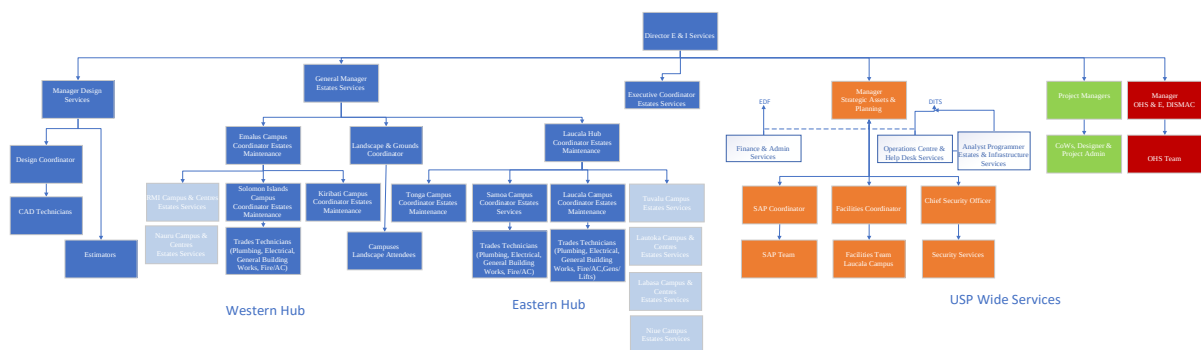


IDENTIFICATION

Supervised by: **Project Manager**

PURPOSE

This position is responsible for supervising and inspecting construction works, ensuring quality, compliance and safety while also monitoring the progress of works against the approved construction program.



NATURE AND SCOPE

The incumbent will undertake the following key duties:

- Inspecting construction work and comparing it with drawings and specifications
- Measuring and quality-checking building materials
- Monitoring workmanship and, identifying defects and suggesting ways to correct them
- Monitoring progress and reporting to project managers, designers and clients
- Keeping detailed records of work
- Referring to plans and taking photographs of work, along with measurements and samples
- Liaising with project managers, contractors, engineers and surveyors
- Checking that building regulations, health and safety, legal and ecological requirements are met
- Working between an office and construction sites.
- Ensuring compliance with USP's policies and procedures

POSITION DIMENSIONS

Staff Responsible for 0

Limits of Authority

Financial:

Non-Financial

Internal and External Contacts

Internal – Director Estates and Infrastructure, Project Manager, Manager Design & Projects, Manager Contracts & Admin, Manager Strategic Planning & Assets, Manager OHS & Environment, Finance and Admin Officer, Design and Projects Coordinator and Current USP staff & students.

External – Suppliers/ Contractors and General public

KEY RESULTS AREAS/RESPONSIBILITIES

Refer to the updated Annual Plan.

TERMS & CONDITIONS/POSITION ENVIRONMENT

Salary: Level 1 Professional Staff Salary Scale
\$45,408.30 - \$55,627.11

Length of Contract: 3 years (Project Based Contract)

POSITION SPECIFICATION

Competencies

Educational Qualification & Experience

- A degree in Engineering/Architecture/ Construction Management or similar field; and
- Three (3) years of relevant experience and management expertise in technical or administrative fields; or
- A Trade Diploma in Engineering/Architecture/ Construction Management or similar field with at least seven (7) years relevant work experience; or
- More than ten (10) years of experience as a Clerk of Works in large contract value projects;
- Education sector experience will be a distinct advantage
- Hold a current valid Driver's Licence

Skills

It is **essential** that the appointee has:

- Advanced technical problem solving and organization skills
- Good report writing and oral communications skills
- Critical thinking skills
- Solutions and outcomes oriented
- A strong customer service orientation
- Good inter-personal skills
- Able to work under minimum supervision within broad guidelines

It is essential that the appointee is:

- Self-motivated
- A team player
- Committed to the organization

POSITION DESCRIPTION

- Ethics – a person of integrity
- Willingness to work after hours and during the weekends

ACCEPTANCE

Name: _____

Staff ID: _____

Staff Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____