



**DEMERARA HARBOUR BRIDGE CORPORATION
SUPERVISORY JOB DESCRIPTION**

JOB TITLE:	INSPECTOR OF WORKS	LOCATION:	HEAD OFFICE
REPORTS TO:	MAINTENANCE MANAGER	GRADE:	06
DEPARTMENT:	STRUCTURAL	SECTION:	-

1. SUMMARY STATEMENT:

Responsible for developing design solutions for civil engineering projects and ensuring those structural, mechanical and electrical aspects of building constructions are carried out in accordance with plans, design specifications and material and construction standards.

2. NATURE AND SCOPE OF THE JOB

The **Inspector of Works** must undertake structural engineering analysis and design of new fixed structures and maintenance and modification of existing structures. The **Incumbent** is required to ensure compliance with specifications for construction, assembly and installation of components.

The **Incumbent** draws up specifications and lists of materials for new works, as well as for building repairs, refurbishment and extensions. The **Incumbent** prepares cost estimates for specific jobs.

The **Inspector of Works** conducts inspection and reports on all areas of construction to help maintain quality standards, identify costly defects, delays and reduce risk. The **Incumbent** records photographic evidence on the progress of key activities and of any defects.

3. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

(The incumbent relates to the following areas/titles internally and externally within the Nature and Scope of the Job)

AREA/TITLE:

RESPONSIBILITY:

INTERNAL:

Maintenance Manager

To liaise with the Maintenance Manager to develop detailed plans; to participate in a multi-disciplinary environment to design structural engineering projects; ensuring that designs meet specifications and industry codes and standards; to resolve design and development problems.

Mechanical/Electrical Engineer

To participate in oversight of field surveys, reviewing electrical data and relaying solutions and feedback to relevant personnel; to participate in report preparations.

Maintenance Officers

To liaise on the maintenance of physical premises and renovations done. To ensure compliance with specifications for the construction, assembly and installation of components in construction works.

EXTERNAL:

Architect

To resolve design and development problems; to compile specifications and supervise tendering procedures.

Sub-Contractor

To schedule material and equipment purchases and deliveries.

4. DUTIES, WORK FIELD, TRAITS:

D U T I E S T O F U L F I L L R E Q U I R E D	<p>JOB TITLE: Inspector of Works</p>
	<p>DESCRIPTION OF DUTIES:</p> <p>AGREES the programme of building work with contractors and engineers to ensure that there is complete understanding of what is required.</p> <p>CONDUCTS measurements, quantities and DESIGNS engineering plans for the construction of new building, building rehabilitation, fences, pontoons and bridge.</p> <p>ASSISTS in the preparation of tender documents and contracts for bridge components such as snatch blocks, buoys, pontoons, end posts etc.</p> <p>ASSISTS in planning of specific works e.g. changing transom beams, pontoons and damaged components.</p> <p>REGULARLY INSPECTS work in progress to ensure compliance with design specifications and required material and construction standards.</p> <p>ENFORCING the laws and regulations relating to design, construction and building procedures.</p> <p>ENSURES compliance with specifications for construction, assembly and installation of components in building and renovation projects.</p> <p>PREPARES budget estimates i.e. labour and material costs for projects to be executed such as building repairs, refurbishment and extensions.</p> <p>PREPARES progress reports for Engineers. RECORDS details of all agreed deviations from contract.</p> <p>COMMUNICATES with marine vessels during scheduled retractions to facilitate ocean going vessels.</p>
<p>The above responsibility statements identify specific duties necessary to attain the DHBC's overall objectives while not precluding the jobholder from carrying out other related activities that may be inherent in the job.</p>	

5. SUPERVISORY JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE

JOB TITLE: Inspector of Works		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Certification below the level of University First Degree, obtained at Training School or similar institution, including Diploma in Engineering, Marketing, Finance, Public Administration, Management, or other appropriate area. Ability to manage multiple project priorities. Excellent knowledge of design and visualisations software such as AutoCAD or similar.
2	EXPERIENCE/JOB KNOWLEDGE	Technical worker requiring at least three years' experience of building construction. Proficiency in site layout, grading, utility design, erosion control, and regulatory approvals.
3	TECHNICAL/ PROFESSIONAL	The Incumbent works in multi-disciplinary determining structural requirements. There is need to design national codes and standards and equally apply these codes and standards.
4	PROBLEM SOLVING /DECISION MAKING	Decisions are made within well-defined parameters, standard practices and adherence to performance standards. The Incumbent's decisions are related to the specific operational procedures, processes and activities necessary to satisfy the achievement of targets set, and quality standards.
5	INTERPERSONAL	Works on with Engineers, Architect and Sub-Contractors to manage multiple project priorities. Ability to coordinate with design team.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for developing design solutions for civil engineering projects and ensuring those structural, mechanical and electrical aspects of building constructions are carried out in accordance with plans and specifications at required standards.
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	The Incumbent must comply with guidelines and regulations including permits, safety etc. and other technical documentation as required. Provide cost estimates for materials, equipment and labour.
8	TEAMWORK	The Team works within the scope of the overall objectives set and resources available and within given timeframes. The Team is responsible for implementing assigned functions, and resolving internal conflicts in the process.
9	WORKING ENVIRONMENT/ SAFETY OF OTHERS	Working environment is mainly field locations; wet, humid conditions; works in dusty conditions and mist; ordinary vision within 0.5 metres required; works inside, outside and around people. Exposed to hazards up to 50% of the time.