

Contract Administration Services (CAS) IR01 – Technical Brief – Inspector (Roadworks) Level 1 Qualifications and Experience

To be considered for the Contract Administration Services (CAS) prequalification levels, applicants must satisfy the mandatory qualification, prerequisite level and mandatory experience requirements.

Academic / Professional Qualifications – Mandatory

- Nil.

Prerequisite level

- Nil.

Academic / Professional qualifications – desirable

- A post trade qualification in a relevant area.

Roles and responsibilities

Role:

The Inspector (Roadworks) is responsible for managing the monitoring, auditing, evaluation and reporting on all elements of roadworks contracts, and maintenance delivery to ensure compliance with Transport and Main Roads' policies, standards and specifications, and contract documentation.

There are three Inspector Roadworks related roles to select from (defined by different levels of experience). The scope, value and complexity of the infrastructure contract must be considered when selecting an Inspector Roadwork and Principals should take care to ensure CAV (Contract Administration / Verification) teams are not comprised entirely of entry level positions. The below table provides some guidance on the selection of an Inspector Roadworks.

Level	Class of Work Description
IR01 IR02	<ul style="list-style-type: none"> • Low value (under \$20M) TIC-CO or MIC contracts
IR02 IR03	<ul style="list-style-type: none"> • Medium value TIC-CO (\$20M to \$50M) • High value TIC-CO or design and construct contracts (> \$50M)

Responsibilities:

- Provide technical advice in relation to pre-construction, construction, and maintenance.
- Conduct and/or manage audits of contractor's works, processes and quality records to ensure compliance with governance and contract conditions, including specialised inspections, for example precast prestressed components, and asphalt.
- Contribute to the review of the contractor's program of works, quality, environment, safety and traffic management plans, identify deficiencies and ensure compliance with governance and contract conditions and relevant Workplace Health and Safety requirements.

- Use and implement project management principles, systems, processes and Quality Assurance systems, including the development and implementation of risk management and surveillance plans.
- Monitor delivery of construction and/or maintenance projects ensuring that a high standard of quality, economy and safety are achieved and contribute to continuous improvement of management systems.
- Prepare and maintain detailed records (e.g. Inspector Diaries, plant usage, delay and disruption records, re-work and wastage, material test results, photos etc) and prepare reports as required.
- Guide, mentor, coach and train Engineering graduates and less experienced inspectors in all aspects of road works, quality assurance, safety traffic and environmental management.
- Facilitate mutually agreeable outcomes to construction issues through the use of highly developed relationship skills.

Experience – Mandatory

- The person applying for this role must have a minimum of two years of experience in the supervision and/or surveillance of road construction, bitumen and asphalt, surfacing, and routine maintenance practices and projects.

Experience – Desirable

- Computer skills in Microsoft Windows operating system, MS Word, MS Excel, file management and email.
- Thorough understanding and knowledge of Transport and Main Roads Technical Specifications, policies and technical standards pertaining to road construction.

Information Required

- Your CV as a minimum, should provide details of skills, experience and key achievements from your last three projects that pertain to **this** engagement.

