

Position Title	Civil Supervisor / Inspector
Reports to	Managing Director
Supervises	Nil

SCOPE OF POSITION

To provide a high standard of professional civil works supervision and / or inspection services. The employee is required to work independently and will often provide services to clients individually. In order to achieve this, the employee must have strong communication, time management and interpersonal skills and the ability to use initiative.

MANDATORY REQUIREMENTS

Academic/Professional Qualifications

- Relevant post trade qualifications

Experience

- A minimum of 10 years experience in supervision and/or surveillance of civil construction
- Experience in contract administration
- Demonstrated sound consultation, conflict resolution and group facilitation skills

Other

- Possession of a current open “C” Class drivers licence
- Holder of a current Safety Induction White Card
- Computer skills in Windows, MS Word, MS Excel, file management and email

DUTIES

- Monitoring, auditing, evaluation and reporting on civil construction contracts
- Provide technical advice in relation to construction and maintenance
- Provide timely, regular and appropriate feedback to the client on progress of works
- Liaise with the client and other external stakeholders as appropriate
- Ensure appropriate quality standards are met and applicable standards and legislation is adhered to
- Maintain client records both within the GenEng Solutions internal system and, where requested, within the client system
- Finalise projects with appropriate documentation and share learnings with other GenEng Solutions employees
- Specific duties will vary from time to time dependent on individual client needs.

ACCOUNTABILITIES

Integrated Management System

The employee is expected to actively participate in the company’s Integrated Management System and shall at all times comply with company commitment to Quality ISO9001, Safety ISO45001 and Environmental ISO14001 objectives.

ACCOUNTABILITIES

GenEng management and leadership team are committed to Occupational Health & Safety and expect that the employee shall at all times comply with company policies and procedures relating to Work Health & Safety, as well as all aspects of Legislation, Regulations and Codes of Practice.

Company Policies

The employee is responsible and accountable to adhere to company policies and to strive to achieve the goals of the company, as determined from time to time, including the Code of Conduct.

Customer Service

The employee shall ensure that the client requirements and expectations are clearly identified and met in a realistic and timely fashion. An excellent standard of service should be strived for to enable outcomes for each client to exceed expectations. The employee must at all times represent GenEng Solutions in a professional manner.