



# Civil Construction Inspector

## Fixed Term / Two Positions Available

Are you a qualified Civil Construction Inspector who enjoys working on large-scale projects that make a difference to local communities? Do you have two or more years' experience coordinating project delivery and monitoring compliance without supervision? Are you an excellent communicator with the ability to issue clear site instructions and work with a wide range of people? Does your skillset include a working knowledge of Transport and Main Roads specifications, demonstrated understanding of corporate and legislative WHS requirements, proficient use of Microsoft Office Suite and quality control systems? Ticking all the boxes...then SHEPHERD has the career opportunity for you.

## Join the SHEPHERD Team

SHEPHERD is offering an exciting and unique opportunity to work with regional and remote councils, primarily in Queensland, to deliver large-scale civil construction projects.

As well as demonstrating technical expertise, the successful applicant will reflect SHEPHERD's values of respect, teamwork, positivity, excellence, innovation, and work life balance.

SHEPHERD offers an attractive remuneration package based on a one-year term ranging from \$146K to \$153K including allowances and super (allowances are pro rata based on travel days away). Project terms vary between six, nine and 12 months with salary pro rata on annual amount. This position requires working away from home (DIDO/FIFO) with accommodation provided.

Required qualifications include Cert 4 Civil Construction Supervision (RII40715), Industry White Card, Class C drivers licence, and First Aid/CPR certification (or willingness to achieve).

For more information, contact SHEPHERD Project Manager – Civil Brett Fulloon on 0438 666 144.

## How to Apply

Send your expression of interest, outlining what attracts you to the role, and CV to [info@shepherdservices.com.au](mailto:info@shepherdservices.com.au). Applications close 5pm Friday 21 May 2021.

GPO Box 422 Brisbane Q 4001

P: (07) 4911 2716

E: [info@shepherdservices.com.au](mailto:info@shepherdservices.com.au)

[shepherdservices.com.au](http://shepherdservices.com.au)



## Position Description

Position Title	Civil Construction Inspector		
Position Tenure	Full Time (Fixed Term)	Reports To	Director, Corporate Service
Last Updated	May 2021	Base Location	Primarily within Queensland, including regional and remote locations.

### Section 1: Organisation Summary

For over 20 years Shepherd Services Pty Ltd have assisted Local Governments across Australia by offered integrated and specialist products and services across 8 key areas. These include Asset Management Services, GIS, Road Asset Condition Assessment (RACAS), Valuations, Roads Maintenance Management Systems, Project Management Services, Flood Restoration, and a variety of training services.

### Section 2: Position Summary

To effectively and efficiently support and oversee the delivery of Shepherd Services products and services on site across various locations throughout Australia.

### Section 3: Key Working Relationships

Internal	External
Directors	Local Government Representatives
Project Managers	Contractors
Administrative and Field Staff	Partners and Providers

## Section 4: Key Result Areas

Area	Behavioural Descriptors	KPI
Conduct daily Inspection and communication with contractors of scheduled civil construction projects	Accurately complete inspections in a timely way Ensure all parties have the necessary information	Inspections and messaging on time, clear and appropriate
During inspections, issue site instruction, release hold points, and assess variation requests	Accurately issue instruction, release hold points and assessments of variations to all parties in a timely and accurate way	Site instruction made in a clear, complete and accurate way
Collect evidence to support compliance with relevant specifications and design elements	Comply with specifications and design elements and be able to evidence as required	Compliance achieved. Evidence collected and available
Issue defective work notices	Seek to identify and issue defective work notices	Defect work notices identified and issued in a timely way
Liaise with Project Manager to deliver forecasting workflow against milestones, compliance, works programs tracking, assessment of logistics	Manage contracts and track progress, compliance and assessment of logistics	Contracts managed in full in a timely way
Provide recommendations relating to requests for change or variations	Identify and recommend the need for change/s or variations	Recommendations made on and changes/variations necessary
Undertake progress reports on any circumstances preventing the contractor from achieving milestones (physical and / or financially)	Regularly and reliably report to all relevant parties on progress and monitor physical and financial milestones	Project comprehensively monitored/tracked, and activity reported against
Assist Senior / Civil Engineer/PM with claims processing and validation of claims	Assist with claims/claims validations	Successful partnering is apparent
Work in accordance/comply with the relevant Safe Work Method Statement/s the Safe Health Management Plan, the Environmental Management Plan, the Cultural Heritage Management Plan and Quality Management Plan	All work to be compliant and responsibility for the timely access to information/requirements taken	Full compliance is apparent
Capture billable hours	Accurately record billable hours	All billable hours captured



	Ensure system to capture is clear, accurate and efficient	All time allocated to projects is captured, is accurate and is efficient.  All billable targets met
Complete induction training for the client and Shepherd Services	Ensure induction training is complete before work on each new site or more often as requested	Inductions complete
Observe the conditions of the employment contract	Work in accordance with contract	Contract met, no variations without prior written agreement with the employer or their representative.
Comply with Shepherd's policies and administrative / operational practices	Complete Shepherd's internal administrative /operational tasks, as required, as per policy and process.	Shepherd systems used for reporting, managing leave, travel, etc.

### **Qualifications / Skills / Experience Essential to The Role**

A minimum 2 years' experience in a similar role coordinating project delivery and monitoring compliance.

A strong working knowledge of all corporate and legislative requirements relating to work health and safety.

Minimum basic Microsoft Office Suite and Quality Control database proficiency.

A strong working knowledge of Main Roads and Transport Specification.

Current First Aid / CPR certification

Industry White Card.

Valid C Class driver's licence.

Experience working without supervision.

Cert 4 Civil Construction Supervision (RII40715).

Evidence of strong leadership and partnering both internally and externally.

Experience working across multiple sites and supporting a geographically diverse workforce.

Being fit and well/physically capable of undertaking the role.



Desirable:

- Fatigue Management
- Conflict Resolution
- Defensive Driving Training
- Fire Extinguisher Training

**Notes:**

Applicants will be required to complete a pre-employment medical questionnaire, where they will be required to declare all past and/or existing medical history/ongoing issues. If deemed necessary by the employer, a medical examination may be requested.

Execution of the employment contract and safe work method statement prior to commencement of employment will be required.

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