

**Contract Administration Services (CAS)
IS02 – Technical Brief – Inspector (Structures) Level 2
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

- Certificate IV in Project Management, or
- Certificate IV in Safety, or
- Certificate III in Bridge Construction, or
- Certificate of Safety Management, or
- an equivalent qualification.

Roles and responsibilities

Role:

The purpose of this role is to inspect the construction of structures including but not limited to bridges, retaining walls, concrete barriers, drainage structures and gantries. It also includes: undertaking inspection of welding and structural bridge products (fabricated steel and precast concrete) and critically reviewing welds in a Quality Assurance environment to reduce Transport and Main Roads’ risk of receiving non-conforming products.

There are two Inspector Structures 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 Structures and Principals must take care to ensure CAV (Contract Administration / Verification) teams are not comprised solely of entry level positions. The below table provides some guidance on the selection of an Inspector Structures.

Level	Class of Work Description
IS02	<ul style="list-style-type: none"> • Low value (under \$20M) TIC-CO or MIC contracts • Medium value TIC-CO (\$20M to \$50M)
IS03	<ul style="list-style-type: none"> • Medium value TIC-CO (\$20M to \$50M) • High value TIC-CO or design and construct contracts (> \$50M)



Responsibilities:

- Undertake inspection functions/technical audits required to ensure that new and continuing contractors/suppliers are following processes and procedures in their Quality Manual and Quality Plan and that the work on bridge products are being constructed in accordance with the Principal's requirements and standards.
- Identify and interpret the severity and nature of structural and material defects, assess their criticality and make the appropriate recommendations with respect to required action.
- Ascertain where relevant work is being done for Transport and Main Roads and set up appropriate monitoring of the suppliers Technical and Quality System and report on the suitability of the welding procedures and final product.
- Prepare written documents including daily diary, submissions/reports relating to specifications, welding processes and other related fabrication issues, and advice to Transport and Main Roads for fabricated steelwork and steel bridge repairs.
- Communicate with the Principal, Contract Administrator, and/or Senior Engineers and keep them informed of progress, quality of works and problems as they occur on a range of projects.
- Assist in the development of the steelwork inspection and reporting systems and reviewing of department standards.
- Provide effective administration, surveillance and recording of documentation generated during the manufacture, supply and delivery of bridge products.
- Maintain and/or manage the collection of detailed records (e.g. Inspector's Diaries, test results, photos) and prepare reports to a high standard for presentation in a legal environment.
- Use comprehensive knowledge of Transport and Main Roads policies, standards and specifications and be able to read, understand and interpret technical documents, standards and drawings.
- 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 five years of extensive practical supervisor and/or surveillance experience in bridge construction, routine bridge maintenance, steel fabrication and manufacture of precast concrete products.
- Technical knowledge and experience with respect to bridge structures, drainage structures, retaining walls, gantries, and construction materials.
- Demonstrated experience in bridge construction and maintenance to Transport and Main Road's policies, standards and specifications and collaborative framework agreements.

Experience – Desirable

- Computer skills in Microsoft Windows operating system, MS Word, MS Excel, file management and email.

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.

