

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Public Infrastructure, National Development Unit, Land Transport and Shipping (Land Transport and Shipping Division – Traffic Management and Road Safety Unit)

Post: Inspector of Works

Salary: Rs 16,000 x 600 – 23,200 x 800 – 24,800 (26 39 53)

Effective Date: 14 July 2011

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Assistant Inspector of Works of the Land Transport and Shipping Division of the Ministry who reckon at least three years' service in a substantive capacity in the grade and who -

- (i) have an overall knowledge and working experience of civil and building engineering works;
- (ii) possess organising and supervisory skills; and
- (iii) have general knowledge of financial, procurement and supply and human resource procedures.

- Duties:**
- 1. To be responsible for -
 - (a) the proper execution and supervision of civil engineering works, including minor works carried out by private contractors appointed by Government and the Ministry, as well as maintenance works;
 - (b) site surveys, setting-outs, receipt of necessary way-leaves for the successful installation of traffic signal equipment;
 - (c) the control and general supervision of subordinate staff and workers on sites of work;
 - (d) the monitoring of the presence of employees temporarily posted to the Traffic Management and Road Safety Unit on sites of work;
 - (e) the control of attendance register, time and progress books and the receipt and issue of materials and tools in the absence of the Assistant Inspector of Works;

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For *Senior Chief Executive*
Ministry of Civil Service and
Administrative Reforms

Date 14 JUL 2011

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- (f) the monitoring of materials used and their replenishment for a sustained stock level all the time; and
 - (g) the preparation of estimates, bills, paysheets and monthly returns.
2. To carry out inspection of traffic signal equipment and to report faults to the maintenance contractor.
 3. To ensure that defective road safety and traffic signal equipment is repaired by the maintenance contractor.
 4. To ensure that routine maintenance is carried out on transport equipment, traffic signal equipment and plant.
 5. To prepare and submit progress reports on works carried out, as and when required.
 6. To assist the Senior Inspector of Works in the performance of his duties.
 7. To use ICT in the performance of his duties.
 8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Inspector of Works in the roles ascribed to him.



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