

ROADS INSPECTION SUPERVISOR

ORGANIZATIONAL CONTEXT	
Job Title	Roads Inspector Supervisor
Job Code	Inspector
Grade	5
Affairs	Assets Affairs
Department	Roads O&M
Section	Network Needs
Team	Inspection
Date last updated	25 March 2014

JOB CONTENT
<p>Role Objective</p> <p>Collect Highway condition data through regular planned and programed inspections as defined in the Qatar Highway Maintenance Manual (QRMM) relating to safety and future improvements so as to safeguard the travelling public, client and Ashghal. Develop Annual Inspections Programmes for delivery by Inspectors and report to Inspection Manager delivery of these programmes. Assist the Inspection Manager in all activities relating to inspections, including the production of reports, developing and combining of programmes, implementation of policies and procedures, training, Health and Safety and Personal Development.</p> <p>Support and implement the Asset Management Policy Statement. Awareness of Roads Operations & Maintenance contribution towards achieving the Ashghal Mission and corporate strategy objectives.</p>
<p>Job Roles & Responsibilities</p> <ol style="list-style-type: none"> 1. Ensure accurate and effective collection and collation of Highway condition data through Safety Patrols, Safety Inspections and Detailed Inspections. 2. Develop Inspection Programmes to ensure delivery in line with the QRMM within the specific zone / discipline whilst managing available resources. 3. Assist the Inspection Manager with undertaking Quality Assurance Audits to ensure compliance with agreed work procedures. 4. Comply and ensure Health and Safety legislation and best practice are adhered too strictly and report any non-conformity to Line Manager or Health Safety & Environment department 5. Ensure Highway Inspections are undertaken in line with QRMM and Inspection Standards, by the Highway Inspectors. 6. Comply with the Agreed Inspection Programme delivery and report to Inspection Manager the status of the programme delivery and any changes to the programme. 7. Assist with the development of highway schemes when required by proving defect information when required. 8. Record the time accurately in project control systems to ensure compliance with agreed inspection programme. 9. Assist with the development of Qatar Inspection Standards when required by supplying defect information, route improvement, roads category changes and network improvements. 10. Ensure compliance with the Work Zone Traffic Management Guide. 11. Ensure road space for undertaking Programmed Inspections is booked and road space time liaised to other teams to ensure efficiency and potential to combine inspections for other assets. 12. Adhere to the Roads Operation & Maintenance Policy Statement on Asset Management. 13. Assist Ashghal Customer Call Centre (ACC) with supporting the response to customers, identified through the ACC to ensure an efficient service is experienced by the customer. 14. Provide information of highway asset/layout changes on the Network to ensure the Network Reference System (NRS) is up to date.

ROADS INSPECTION SUPERVISOR**BEHAVIOURAL SKILLS, KNOWLEDGE AND EXPERIENCE***(Competencies, knowledge and experience needed for the satisfactory performance of the job)***Educational & Experience:****Qualifications***Essential*

- Relevant Inspectors courses and qualifications, including defect identification, monitoring and recording and inspection management or equivalent

Desirable

- Apprenticeship programme.

Technical Knowledge

- Highway Inspection planning, delivering and reporting.
- Highway Inspection types, information gathering methods and ways of information recording.
- Identifying all asset types forming part of the PWA Network, including roads, street lighting, signs and road markings, Intelligent Transport Systems, Barriers, Traffic Signals, Structures and Drainage.
- Understanding of defect identification and classification in accordance with appropriate manuals and standards.
- KPI reporting and monitoring.

Desirable Knowledge

- Experience of leading people and teams
- IT Literate (Word, Excel)
- Valid Driving license
- Knowledge of the network
- Basic knowledge of ESRI ArcGIS.
- Knowledge of other technical specialist inspection requirements e.g. SCRIM, Falling Weight Deflectometer (FWD), International Roughness Index (IRI)

The Individual

- Minimum 5 years' experience in highways maintenance and inspection
- Demonstrate good Health and Safety knowledge.
- Environmental awareness.
- Good communication skills.
- Good team leading skills