JOB DESCRIPTION

JOB TITLE: Quality Control Inspector (Electric)

POST NO: 

SERVICE: Housing 

SALARY/GRADE: 7

RESPONSIBLE TO: Capital Contracts Manager

MAIN PURPOSE OF POST: To act as Clerk of Works on site exercising quality control of all aspects of building work and in particular electrical installations.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1. The postholder must at all times carry out their duties and responsibilities to comply with Borough Council Policies/Procedures.

2. Comply (as far as possible) with programmes/deadlines etc.

3. Carry out any other duties which are equal/similar to your current grade and level of responsibility.

4. Carry out site inspections to ensure compliance with contract drawings, specifications and quality and notify the Capital Contracts Manager of any problems, errors, discrepancies or divergences and non-confirming work.

5. To assess the safety of works on site and compliance with current regulations and project CDM requirements and advise of any infringements to the supervising officer and contractor.

6. Provide periodic reports as specified by the Capital Contracts Manager, maintain a diary of events and comply with all procedures and administration identified within the department’s quality assurance policy. Record any delays and reasons for them.

7. Arrange and witness as necessary any tests required by the contract or instructed by the Capital Contracts Manager.

8. Check day work record sheets and record any wastage.

9. Attend site meetings.

10. Take site photographs regularly and systematically, ensuring they are date endorsed.

11. Carry out pre-practical completion and end of defects inspections, including preparation of ‘snagging’ lists and ‘back-snagging’ inspections if necessary.

12. Instruct clients/tenants in workings/use of any technical appliance/equipment installed.
13. Confirm oral instructions to the contractor with a copy to the Capital Contracts Manager.

SPECIAL FEATURES OF POST:

1. The postholder is required to travel to and between sites on a regular basis.

2. You may be required to carry out the duties at the Town Hall, Chesterfield or at any other Council site.

3. The need at times to access all parts of a construction site at various stages.
PERSON SPECIFICATION

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SERVICE: Housing  SALARY/GRADE: 7
RESPONSIBLE TO: Capital Contracts Manager

SKILLS / KNOWLEDGE / ABILITIES

Essential: 1. Understanding of accepted good building practice and a detailed knowledge of current Building Regulations, NHBC requirements, appropriate British Standards and Codes of Practice.
2. Detailed knowledge and understanding of electrical regulations and requirements.
4. Ability to read and interpret construction drawings and detailed specifications/technical information and liaise with contractors over the same.
5. Interpersonal and organisational skills.
6. Literacy and numeracy.
7. Good communication skills.
8. Ability to work under pressure.
9. Ability to work within a Team.

Desirable: 1. Knowledge of Local Authority procedures.
2. Basic IT skills.

EXPERIENCE:

2. Non-housing, new-building and refurbishment
3. Minor building alteration works

QUALIFICATIONS / TRAINING

Essential:  
1. 3 years’ minimum experience within the construction industry. 
2. An recognised qualification in domestic electrical installations and equipment 
3. Hold current ACS accreditation

Desirable:  
1. ICOW membership or in the process of achieving qualification. 
2. ONC/HNC in Electrical Engineering or equivalent. 
3. A current full valid driving licence