



JOZINI MUNICIPALITY (KZ 272)

Private Bag X028, Jozini, 3969

Circle Street, Bottom Town, Jozini

Tel: (035) 572 1292 Email: bnyawo@jozini.org.za Fax: (035) 5721266

POSITION : BUILDING INSPECTOR
DEPARTMENT : PLANNING
LOCATION : JOZINI LOCAL MUNICIPALITY
JOB GRADE : R181 683 PER ANNUM (BASIC)
REPORTS TO : IDP MANAGER
CLOSING DATE : 30 APRIL 2014

A Vacancy exists for the above position

The Job Content is described in terms of the Objectives and Outputs

OBJECTIVES

The post is responsible for coordinating sequences associated with monitoring compliance with standards, procedures, regulations and specifications in terms of National Building Regulations and SABS Codes of practice, with regards to the submission of plans for approval and construction of building, preparing and presenting investigational reports, processing/ approving and issuing compliance notices to align practices.

OUTPUTS

- Co-ordinates tasks/ activities associated with the implementation of procedures and, monitors compliance with standards and specifications with regards to new building, additions and renovations to existing structures, by:
 - Visiting specific work-sites and conducting inspections to establish materials, the construction of the works and procedures are in accordance with approved design drawings, specifications, statutory regulations (National Building Regulations and SABS codes of practice).
 - Undertaking specific inspections at various stages of construction to check tolerances, compaction, etc and compares findings with stipulated specifications/ requirements.
 - Measuring and ensuring conformity to specifications of screen walls, openings and interior angles and arches and checking the use of protective materials and layers to prevent water penetration, cracks etc.
 - Evaluating and commenting on the adequacy of supporting structures, ventilation and waste water drainage systems. Informing owner of issues of non-compliance/ problems on site and forwarding details of observations and findings to facilitate problem solving sequences prior to approval
 - Issuing compliance notices to facilitate the demolition of illegal constructions and/ or corrective measures necessary to address encroachments and aesthetics of buildings.



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- Checks and verifies design details and construction specifications detailed on building plans conforms with regulations prior to approval, by:
 - Calculating fees in accordance with laid down tariffs, receipting payments received and forwarding documentations for further processing.
 - Perusing through the submitted plan and identifying with deviations in specifications, estimation, calculations and positioning of proposed construction on site taking into account access to services, elevation, etc and referring to specific building codes.
 - Verifying design and structural details to determine applicability and conformity to specifications.
 - Approving building plans and forwarding to relevant departments for further comments and processing
 - Maintaining and controlling the filing system for approved and outstanding building using laid down procedures to facilitate access and retrieval.
- Performs specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed works, by:
 - Completing details on statutory forms and notices, verifies and approves content and submitting for verification prior to circulation.
 - Collating information from field reports, inspections and contractual documentation for inclusion into management reports.
 - Completing investigative reports, recording details of findings from inspections/ observations and forwards to management for perusal and guidance on unresolved/ pending outcomes.
 - Monitoring compliance with administrative and reporting requirements and activates specific sequences/ provides direction to contractors/ departmental teams on resolution of referred problems associated with inaccurate data or information hindering processing in related departments.

COMPETENCIES

Skills

- Communication Skills both Verbal and Written
- Administrative organizing Skills
- Computer skills: **MS Word, Excel, PowerPoint and Microsoft Outlook.**

Knowledge

- Knowledge of National Home Builders Registration Council(NHBRC)
- Knowledge of National Building Regulations and Standard Act (NBRSA)
- Knowledge of Planning & Development Act (PDA)

REQUIREMENTS

Qualifications

- Grade 12
- 3 Year National Diploma in Building or Equivalent
- A valid code 8 driver's license

Experience

- A minimum of 2-3 years related experience



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The Jozini Municipal Approved Employment Equity Plan and Targets will be considered as part of the recruitment process.

Please forward your applications to **HR Manager: Jozini Municipality, Private Bag X028, Jozini, 3696.**

Application letters should be accompanied by comprehensive CV together with certified copies of Qualifications, ID Copy and Driver's License. Incomplete CVs will not be considered.

FAXED AND EMAILED APPLICATIONS WILL NOT BE CONSIDERED.

Approved by Municipal Manager Yes / No

Signature: _____

Date: _____

MR. B.NTULI: MUNICIPAL MANAGER