

# CITY OF HAMILTON

## CITYHOUSING HAMILTON (ASSET RENEWAL SECTION – LOCATION – 181 MAIN ST. W.)

### CONTRACTS INSPECTOR – CHH - CUPE 5167

#### SUMMARY OF DUTIES

Reports to Manager of Asset Renewal. Visits various CHH sites to visually review or inspect contractor compliance in alignment with various contracts and agreements including but not limited to landscaping and snow removal. Takes pictures and reports issues of non-compliance to appropriate Contractor and CHH staff for follow-up. Reports items in conflict with various bylaws, including but not limited to parking and fire code.

#### GENERAL DUTIES

Attends to CHH sites and inspects work completed by contractors to external building and grounds of property.

Visits various CHH sites without on-site maintenance staff to inspect repairs/work completed by Contractor to ensure it meets specifications of contract/work order.

Takes and logs digital photographs and writes comments to document status of work.

Contacts contractor to advise of concerns/non-compliance.

Maintains various work logs manually and electronically via computer entries as required.

Assists with capital works assessments and preventive measures.

Advises management of concerns/non-compliance, and contractors response.

Completes inspection sheets for sites. Completes journal of daily activity.

Drives personal vehicle to sites; loads and unloads tools and equipment.

Operates machine to cut keys; logs all keys cut and distributed.

Changes locks on units as directed by management.

Audits contractor performance and identifies deficiencies. Attends contractor disciplinary meetings.

Prepare and deliver notices for 24-hour entry.

Reports alleged parking violations to bylaw office for review and action; Issues CHH parking tickets.

Follows up with Contractors for any outstanding work not done within the specified time frame.

Reports any deficiency or poor quality workmanship of Contractors to the Property Manager for follow up.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Previous building maintenance experience and knowledge related to a trade such as heating, plumbing, carpentry or electrical normally acquired by a combination of education and relevant work experience. Experience as a general contractor considered an asset.
2. Mechanical aptitude, knowledge of heating, plumbing, electrical, air conditioning and computer systems, landscaping and gardening, carpentry, project management, contracting services and general maintenance. Previous extensive experience related to property maintenance required in order to identify deficiencies.
3. Demonstrated ability to operate tools and equipment in a safe manner.
4. Knowledge of the Residential Tenancies Act, 2006, and the Housing Service Act, 2011. Social housing experience considered as asset.
5. Experience in a computerized environment. Working knowledge of Microsoft Suite (Outlook, Word, Excel). Experience with Northgate and/or Kirona software considered an asset.
6. Good communication skills to deal with contractors, peers and tenants. Ability to interpret contract documents for maintenance requirements and contractor compliance.
7. Ability to carry out all facets of the work independently and as part of a team; able to walk long distances and/or stand for long periods of time, must be able to work outdoors in varying temperatures and weather conditions.
8. Valid Class "G" Driver's Licence. Provision of a vehicle for use on the job.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**