

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(GROWTH MANAGEMENT DIVISION – ENGINEERING DESIGN & CONSTRUCTION - LOCATION – 71 MAIN STREET WEST, 6TH FLOOR)

INSPECTIONS/DEVELOPMENT CONSTRUCTION COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Development Engineering, oversees, co-ordinates and inspects all phases of construction related to the municipal servicing of development projects in the City (and Capital projects as timing permits) to ensure that the work confirms to the plans, specifications, codes, legislative requirements, and the City's standards and policies.

GENERAL DUTIES

Provide inspections on development related construction sites to ensure contractors adhere to specifications, plans, City standards and policies and applicable regulations. The work may include the installation of roads, sidewalks, water/wastewater infrastructure, structures such as bridges, culverts and retaining walls, and the placement of reinforced concrete, private service installations, and excavation/backfilling/compaction procedures.

Maintains control and monitoring of Public Works/Capitol projects to ensure they are completed, within the approved budget and spending authority including recommendations for any required project changes. Approve minor project changes; recommend major changes to the Project Manager, issues work stoppages and maintains project documents and diary.

Perform water quality analysis including sampling and monitoring for the purpose of commissioning new watermains as per O. Reg 170/03. Undertake overall responsibility to make sure the installation and disinfection of newly installed watermains is carried out while meeting the standard of practice set out by the City of Hamilton in such a manner that conforms to MOECC guidelines and applicable regulations. Act as Operator in Charge (OIC) on development related watermain breaks and final connections.

Coordinate with Water Distribution operators on valve operation and flow control for watermain commissioning, isolation and return of service of watermains.

Coordinate and arrange for watermain shutdowns and recharging of watermains with Water Distribution staff; identify any changes to the distribution system. Prepare notices and assist in notifying affected residences and businesses of watermain shutdowns.

Performs the inspection of lot grading for both residential and commercial development projects for acceptance and coordinates release of securities including issuance of deficiency reports. Also interacts with applicants/agents and property owners on all matters respecting the inspection and ensures grading complies with City policies, approved plot plans, by-laws and guidelines.

Process Letter of Credit /security reductions and cost-sharing payments. Calculate amounts to be retained including reviewing development agreements, submitted documents and verifying invoices.

Inspect and may direct contractors or consultants on general accessibility requirements including clean-up, restoration, traffic control and safety on site in compliance with relevant City by-laws, OHS regulations, and Ministry of Transportation Book 7 requirements.

Maintain daily diary records such as inspection logs, progress reports and property damage.

Co-ordinates various development related projects simultaneously and serves as liaison between City, other departments, contractors, consultants, and utilities.

Interpret and apply understanding of drawings, blueprints and contract documents, and digital schematics; confirm permits have been issued.

Oversee road excavations and restorations on existing City right of way and confirm permits have been issued (on an occasional basis)

Confirm that field and laboratory testing of materials such as concrete, asphalt, soils/compaction, water quality and video inspections have been scheduled.

Review infrastructure videos/video reports and make recommendations for acceptance or remediation.

Perform initial and final project inspections; establish maintenance periods, assumption and acceptance.

Receive and respond to inquiries from staff, public, other departments, elected officials, consultants, contractors, and utilities.

Operate equipment such as gas detectors, air meters, chlorine testers and slump cones, cell phones, laptop computers, tablets, metal detectors, electronic locating equipment, and City-issued vehicle.

Perform and record measurements of newly constructed assets such as sidewalks, roads, curbs, sewers and watermains for payment purposes and to generate as-constructed information on capital projects.

Input, modify and retrieve project system data ensuring that computerized data management systems are kept current, accurate, and functional. Edit and update information on laptop computer/tablet using corporate software programs such as GeoMedia, GIS, AMANDA, Microsoft Access and Microsoft Office.

Review as-constructed site servicing drawings and plot plans submitted by consultant; make recommendations for acceptance.

Direct, train and assign work to student inspectors.

Confirm that contractors conform to pre-established lines and grades.

Issue deficiency reports.

Records and follow-up on public complaints.

Prepare and give evidence in court as may be required.

Acts as the front-line communicator with councillor's, staff and stakeholders concerning drainage and site alteration matters that are typically related to new development, and work with stakeholders to identify implementable solutions. May also act as an expert witness in court matters respecting land drainage where grading policy or by-law infractions have been identified.

Reviews and verifies development design drawings and agreements to ensure compliance with City of Hamilton policy and construction requirements.

Liaises with external agencies such as Ministry of Natural Resources, Ministry of the Environment, neighbouring municipalities, Conservation Authorities and stakeholder groups.

Receives and answers inquiries of a technical nature from Council, public, staff, other departments, municipal and government agencies

Ensures that all projects are delivered in accordance with City and Provincial standards with minimal disruption to the public in an effective, efficient manner consistent with the City of Hamilton Missions and Vision.

Responsible for the construction, acceptance and assumption of all growth-related projects (when in compliance with City standards).

Work 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.

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

QUALIFICATIONS

1. Experience and ability in inspecting and coordination of large municipal construction projects (road, sewer, watermain), municipal infrastructure contracts, and lot grading implementation. Experience must include inspecting work for conformance to contract documents. Ensures contract specifications, plans and private service installations conform to City standards and policies.
2. Proven knowledge of the principles of civil engineering, structural engineering technologies, materials and methods of construction normally acquired by the completion of a three-year community college program in Civil Engineering or Environmental Engineering or directly related program.
3. Must hold a current valid Operator-in-Training certificate by examination in Water Distribution and Wastewater Collection or obtain within sixty days from hire date.
4. Must be able to obtain by examination, a Level I Water Distribution Certificate and wastewater collection operator Class I achieved within a three (3) year period.
5. Demonstrated experience in initial and final inspections on construction sites ensuring contract specifications, plans and private service installations conform to City standards and policies.
6. Demonstrated experience in contract management and familiarity with the Construction Lien Act.
7. Demonstrated experience in recommending contract variances, major project changes and work stoppages and to approve minor project changes.
8. Demonstrated experience in subdivision and site plan security reduction management and interpreting various Agreements
9. Demonstrated ability to maintain records and logs and write reports.
10. Demonstrated experience reviewing lot grading plot plans, as-constructed plans and as-constructed sewer design calculation sheets
11. Demonstrated experience in Temporary Traffic Control typical layout plan review and onsite inspection and familiarity with Book 7.
12. Demonstrated experience with geotechnical testing requirements and report reviews
13. Demonstrated experience with Lot Grading inspection procedures and problem solving.
14. Must be familiar with demolition and decommissioning of existing municipal services

15. Knowledge of various By-Laws such as Backflow Prevention By-Law, Noise By-Law, Site Alteration By-Law, Waterworks By-Law among others.
16. Demonstrated accountability, technical competence, analytical skills, strong organizational skills with attention to detail; proven ability to be able to communicate effectively, both verbally and written form.
17. Proven understanding of relevant legislation including but not limited to: Environmental Protection Act, Technical Standards and Safety Act, Water Resources Act, Safe Drinking Water Act, and the Occupational Health and Safety Act.
18. Must have experience in the application of the regulations pertaining to the Safe Drinking Water Act.
19. Must be capable of walking long distances, stand for long periods of time, climb to heights by ladder; must be able to work outdoors in varying temperatures and weather conditions.
20. Provision of a car by individual for use on the job, if required.
21. Must be able to maintain and provide records for the upkeep of their Water Distribution Operator license as per the SDWA and O. Reg 128/04.
22. Must possess a valid Class "G" Driver's Licence.

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

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
