

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – CONSTRUCTION SECTION – LOCATION - 100 King St W)

CONTRACT INSPECTOR - CONSTRUCTION - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor of Contract Inspectors, the successful candidate performs a full range of technical inspection services on concurrent capital improvement projects to ensure that the work conforms to the plans, specifications, codes, legislative requirements and the City's standards and policies. Responsible for supporting Project Managers on large scale construction involving capital projects for the installation and maintenance of municipal assets. These projects may include roads, sidewalks, land development, transit systems, water/wastewater infrastructure, bridges, large culverts, utility buildings and retaining walls.

GENERAL DUTIES

The incumbent will be required to inspect construction sites to ensure Contractors adhere to contract specifications, plans, City standards and policies and applicable regulations. The work may include roads, sidewalks, water/wastewater infrastructure, structures such as bridges, culverts and retaining walls, the placement of reinforced concrete, structural steel erections, private service installations, structural liners, and excavation/backfilling/compaction procedures.

Inspect each phase of a capital construction project including the functional installation and/or construction of mechanical and electrical components such as pump controllers, traffic control connectors/relays and sprinkler systems.

Inspects and may also direct contractors on general accessibility requirements including clean up, ground restoration, traffic control and public safety on construction sites in compliance with relevant City by-laws, traffic control specifications and provisions and the Ministry of Transportation (MTO) Book 7 requirements.

Record pre-construction site conditions; take photographs and maintain digital records such as inspection logs, progress reports, field incidents and property damage.

Receives and responds to inquiries from staff, other departments, elected officials, the public, contractors, consultants, and utility companies.

Review engineering drawings, blueprints and contract documents; Approve and/or advise of minor project changes and work stoppages.

Notify the Project Manager of major changes and work stoppages and variances to contracts; inform of variances to contracts; document changes; notify contractor.

Co-ordinate construction projects and serve as a liaison between the City, other departments, contractors, consultants, and utilities.

Requisition and record materials used by contractors; undertake final project inspections; recommend assumption and acceptance of municipal assets.

Perform and record measurements of newly constructed assets such as sidewalks, roads, curbs, sewers, roads, bridges, and watermains for payment and audit purposes; operate equipment such as gas detectors, air meters,

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chlorine testers and other measuring devices.

Arrange and ensure utilities' shutdowns, recharging of watermains and other; notify public where required.

Provide access and information for city owned structures, water and wastewater facilities by consultants, contractors, and various department staff.

Prepare and deliver construction notices for the project commencement, shutdown and recharging of water mains; and notify the public in emergency situations. Record and inform the Project Manager of public complaints and/or site disputes.

Create and maintain daily diary records and submits final reports for review such as project diaries, quantity books, as-built drawings, deficiency lists, property damage reports and any related documents as required by the Project Manager. The Contract Inspector may also be required from time to time to prepare and give evidence in court.

Arrange for field and laboratory testing of materials such as, concrete, structural welding, coating/linings, asphalt, solid/compaction and waste and wastewater quality.

Provide front line response for assigned projects; coordinate and/or plan with on-site personnel to reduce risk of personal injury, property and/or environmental damages. The inspector may instruct contractors on repair parameters required and/or may instruct/advise contractors on changes of technical nature including the evaluation on their overall work performance in relation to laboratory test results of materials such as concrete, asphalt, granular and soils compaction and any other parameter referenced in the contract specifications.

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 temporary and 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 the Ontario Ministry of the Environment, Conservation and Parks (MECP) guidelines and applicable regulations. Act as Operator-in-Charge (OIC) on watermain connections and breaks. Maintains and provides records for the upkeep of their Water Distribution Operator licence as per the Safe Drinking Water Act (SDWA) and O. Reg. 128/04.

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

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

Guide and instruct academia students as Operator-in-Training inspectors; provide them with daily work directives, review/evaluate their on-going work, report on their record of performance and sign-off on their operator hours as part of the MECP Water/Wastewater Operator licensing requirement.

Create, edit, and update information on laptop computer using corporate software programs such as GeoMedia, Hansen and Microsoft Office.

Undertake post construction inspections prior to the expiry of the contract maintenance/warranty period.

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

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.

QUALIFICATIONS

1. Proven knowledge of civil engineering, construction theories and practices normally acquired by attaining a diploma from a three-year Community College in an accredited course in Civil Engineering Technology with considerable work experience related to the construction industry. Must be a member of/or eligible for membership with the Ontario Association of Certified Engineering Technicians and Technologists.
2. Must have demonstrated experience in performing construction inspections related to municipal infrastructure, i.e. roads, land development projects, transit systems, water/wastewater infrastructure, bridges, retaining walls, utility buildings and rehabilitation programs. Also, must have extensive practice in the application of civil construction codes, regulations, and procedures with a strong background in field techniques of modern construction and documentation practices.
3. Proven knowledge of the principles of public contracts including QA/QC methods for materials as well as contract variances, project changes, work stoppages, quantity take-offs and surveying methods. Must have firm willingness to represent the City in contacts with governmental agencies, community groups, businesses, regulatory organizations, contractors, and the public.
4. 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.
5. Must have excellent analytical and organizational skills with exceptional attention to detail. Proven experience in delegation, mentorship, and contractual administration/interpretation; strong ability to communicate effectively, both orally and in written form including proficiency using Microsoft Office software. Familiarity with Infrastructure Data Management Systems such as GeoMedia/Hansen considered an asset.
6. Previous experience interpreting contract drawings and specifications; demonstrated ability to create and maintain excellent records, logs, and field reports.
7. Proven excellent customer service, interpersonal, verbal, and written skills; demonstrated ability to establish and maintain effective working relationships with the public and professionals alike.
8. Demonstrated technical competence, analytical skills, strong organizational skills with attention to detail; proven ability to delegate, negotiate and communicate effectively, both orally and in written form.
9. Under the guidelines of the Ministry of the Environment, Conservation and Parks (O. Reg. 128/04 & 129/04), the successful candidate must obtain by examination, a valid OIT certificate within the first year of employment in order to remain in the position. In addition, the successful candidate must also obtain a valid Water Distribution Operator Certificate (WD-1), and a Wastewater Collection License (WWC-1) within the first three years in the position.
10. Must be able and willing to walk long distances, stand for long periods of time, climb to heights and work outdoors in varying temperatures and weather conditions. Must be able to work safely around high noise levels, road hazards, vibratory operations, confined workspaces, chemical/mechanical/electrical hazards, including various types of dusts and fumes.
11. Must have a comprehensive understanding of the occupational hazards and safety practices directly related to the construction industry.

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