

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – WATER DISTRIBUTION & WASTEWATER COLLECTION – LOCATION – 330 WENTWORTH ST. N.)

CONTRACTOR INSPECTOR - WATER DISTRIBUTION & WASTEWATER COLLECTION – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor – Contract Services, oversee, co-ordinate, inspect and record all phases of sewer and water utility maintenance contracts within the City of Hamilton.

GENERAL DUTIES

Perform inspections, quality control and quality assurance on construction and maintenance sites relating to water and sewer utility contracts and ensure contract specifications are maintained.

Oversee and ensure that contractors perform water distribution and wastewater collection system repairs / replacements to MOECC and City of Hamilton specifications.

Ensure plans and private sewer lateral repairs or replacements conform to City of Hamilton standards and policies; Perform quality control testing on sewer lateral inspections.

Record pre and post construction site conditions and damages; take and log digital photographs.

Advise and recommend to Supervisor any variances to the contract; document changes; and notify contractor.

Monitor construction and maintenance sites for public access, clean-up, restoration, traffic control, and compliance with health & safety legislation.

Maintain records such as inspection logs, progress reports, force accounts, and property damage reports.

Approve minor project changes; recommend major changes and work stoppages.

Suggest, implement and oversee alterations to water distribution and wastewater collection systems.

Communicate with and co-ordinate projects between City of Hamilton staff, contractors, consultants and utilities.

Interpret drawings, blueprints, digital schematics and contract documents; confirm permits have been obtained.

Arrange for field and laboratory testing of materials such as concrete, asphalt, soils / compaction; Collect bacteriological and chlorine samples during water distribution construction activities as required.

Coordinate with water distribution and wastewater collection operators on valve operation and flow control.

Requisition and record materials used by contractors.

Perform final project inspections; recommend assumption, acceptance and substantial completion.

Perform and record measurements such as sidewalks, roads, curbing, sod, main sewers, sewer laterals, water mains and water services for payment purposes.

Input, modify and retrieve water and sewer system data ensuring that computerized data management systems are kept current, accurate and functional.

Receive and answer inquiries from staff, public, other departments, elected officials, contractors and utilities.

Operate equipment such as gas detectors, flow meters, static pressure gauges, chlorine test kits, cell phones, laptop computers, metal detectors and city issued vehicle.

Coordinate with, and assist contractors with notifying affected residences to emergency watermain shut downs; notify fire control.

Coordinate and arrange for shut downs and recharging of watermains with water distribution staff; identify any changes to the distribution system.

Coordinate isolation and third party inspection for other affected utilities.

Record and follow-up on public complaints, negotiate and implement resolutions.

Recommend to the Supervisor any additions and deletions and working changes to contract documents.

Write reports; submit final as-constructed information.

Prepare and give evidence in court.

Ensure contractors conform to pre-established lines and grades.

Prepare and deliver water shut down and construction notices.

Review and verify contractor invoices for payment.

Create, edit and update information on laptop/desktop computer using Corporate software programs (Hansen, GIMS, SPIDER, Word, Excel, Outlook, etc...).

Direct, mentor and assign work to student inspectors.

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 position.

QUALIFICATIONS

1. Demonstrated, considerable amount of field inspection experience in water distribution and wastewater collection system infrastructure repairs and installations is required.
2. Proven knowledge of civil engineering and/or construction theories and practices normally acquired by attaining a diploma from a three year Community College Course in an accredited Engineering Technologist course in Civil Engineering or Construction Technology or an equivalent combination of education and relevant work experience.
3. At time of application, must possess a current valid MOECC Water Distribution Class 1 Certificate (or greater), achieved by examination, and proof thereof is required after hire.
4. At time of application, must possess a current valid MOECC Wastewater Collection Operator in Training Certificate (or greater), achieved by examination, and proof thereof is required after hire. Level 1 (or higher) is preferred.
5. Demonstrated experience in contract management, inspection, quality control testing and measurements.
6. Relevant training and experience in the use of atmospheric monitoring equipment in relation to confined space entry.
7. Demonstrated experience in maintaining records and logs, writing reports and customer service.

8. Relevant training and experience in sampling and analysis of chlorine residuals preferred.
9. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, & Outlook), and spatial applications such as GIMS/Geomedia. Familiarity with the Department's infrastructure data management system (Hansen), SPIDER and GIMS preferred.
10. Must be able to communicate in a professional and effective manner, both orally and in written form.
11. Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and a point-free driving record and or record found to be satisfactory to the City of Hamilton.

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

NOTE:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Record & Judicial Matters Check, at their own expense, prior to beginning work in this position.

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