

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION- CONSTRUCTION SECTION – LOCATION – 77 JAMES ST. N., SUITE 320)

CONSTRUCTION TECHNICIAN – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager of Construction, this position is responsible for performing technical and administrative duties related to capital construction projects including investigating and resolving construction related concerns. These large scale projects may include roads, sidewalks, water/ wastewater infrastructure, structural liners and structures such as bridges, culverts and retaining walls.

GENERAL DUTIES

Receive, investigate and resolve construction concerns from businesses and residents.

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

Directs and coordinates the video inspection of sewers for capital construction projects.

Write reports; compose correspondence; compile statistics.

Notify utilities, residents and businesses of construction projects.

Input, manipulate and retrieve construction information data.

Schedule pre-construction meetings; take and transcribe minutes.

Arrange for sign boards, baseline surveys and pre-construction videos.

Complete forms such as final report, accidents and overtime.

Maintain records such as correspondence and report files.

Prepare progress payment worksheets and work schedules for staff.

Arrange public information open houses for construction projects.

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 responsibilities of the position.

QUALIFICATIONS

1. Proven knowledge of the theories and practices of civil engineering normally acquired by obtaining a degree or diploma in civil engineering or an equivalent combination of education and relevant work experience.

2. Demonstrated ability to investigate and resolve construction complaints, manipulate computerized construction data and write technical reports.
3. Must be able to communicate effectively, both orally and in written form with the general public and private sector.
4. Ability to carry out all facets of the work independently and as part of a team; must be capable of walking long distances and be able to work outdoors in varying temperatures and weather conditions.
5. Experience in a computerized environment. Strong working knowledge of MS Word, Excel, Outlook and other relevant computer software applications.
6. Must possess and maintain a Class "G" Driver's Licence in the Province of Ontario and provision of a personal vehicle for use on the job.

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.
