

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

**(CAPITAL PLANNING & IMPLEMENTATION DIVISION – CONSTRUCTION SERVICES – LOCATION – 77 JAMES ST. N., SUITE 320)**

### **SUPERVISOR, CONTRACT INSPECTIONS – CUPE 1041**

#### **SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, Construction Management. The Supervisor of Contract Inspections will provide leadership to subordinate staff, in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. The incumbent will plan, co-ordinate, schedule and supervise the performance of Contract Inspectors in accordance with applicable legislative and policy requirements. Core job function is supervision of staff (which involves recruitment, training, deployment and performance management).

Accountable for ensuring that construction inspection activities are delivered in accordance with City and Provincial guidelines through the effective and efficient use of staff resources. Using a “best practices” approach, develop and deliver quality services in a timely and cost effective manner. Instil a customer service focus with subordinate staff.

Responsible for the construction inspection of construction projects through the direction of in-house staff and consultants.

Evaluate staff performance against internal and external benchmarks.

Possess a demonstrated record of leadership, guidance, technical competence, customer focus, innovation / creativity, team advocacy, staff delegation, empowerment and be committed to results.

Possess a high level of personal integrity and be an excellent communicator.

#### **GENERAL DUTIES**

You will assume responsibility for project construction inspection of Construction projects.

The Supervisor of Contract Inspections is accountable to the Senior Project Manager, Construction Management to ensure that inspection of construction projects is delivered to ensure balanced service / price /quality are in compliance with legislation and in accordance with City and Provincial standards with minimal disruption to the public in an effective, efficient manner consistent with the City of Hamilton Mission and Vision.

Determine the requirements of users by planning, organizing, motivating and directing inspection staff to identify priorities to achieve major production output.

Plan, schedule and co-ordinate inspection services, constantly evaluating and prioritizing operations to provide safe conditions.

Responsible for co-ordination of inspection activities on construction projects.

Administer, co-ordinate and direct the ongoing activities of inspection staff in accordance with corporate policy, and all applicable regulations and standards.

Assign work and supervise staff to maximize utilization of human resources.

Direct and supervise hired inspectors and staff to provide effective project implementation and cost control.

Read and interpret drawings, specifications and standards to achieve desirable productivity and quality controls for

construction and maintenance services such as:

- City of Hamilton Parks By-laws
- Municipal Act / Drainage Act
- Traffic Control Plans
- Landscape Design Plans and Mechanical Drawings
- Assessment Plans
- Ontario Provincial Standards Specifications and Drawings
- Cemetery Act
- Zoning and Land Use Maps, GIS
- Ontario Electrical Industry Standards
- Landscape Design Plans and Mechanical Drawings
- Road Construction Drawings
- Land Surveys

Conduct or participate in attendance management interviews, performance improvements, performance evaluations, investigations, grievances and discipline as assigned.

Monitor and ensure safe work practices in accordance with all applicable regulations, policies and procedures.

Assist in the maintenance of records related to training and mentoring programs.

Conduct and / or participate in staff recruitment and orientation as assigned.

Ensure that all construction inspection personnel receive adequate and appropriate safety and technical training to make sure that work is performed in a safe and productive manner as mandated by the Occupational Health and Safety Act, as well as participating in the Employee Health and Safety Program.

Determine and co-ordinate the daily work programs by planning, organizing and scheduling of inspection activities for employees, including students.

Provide consistent performance management for subordinate staff, including motivation, supervision, interviewing, discipline, guidance and counsel; attend management and confidential personnel matters.

Interpret and ensure compliance with municipal and departmental policies and procedures such as Attendance Management and various specific By-laws.

Interpret and ensure compliance with the Occupational Health and Safety Act, WHMIS, various Provincial / Federal Acts and Union Agreements.

Participate in the evolution of performance standards, training requirements and work procedures.

Document the activities of the contract inspectors through completion of reports, vacation scheduling and daily diary entry of activities and work schedules.

Provide construction inspection services and technical assistance to staff of the Construction Section, Capital Planning and Implementation Division or other corporate staff that require construction inspection or project management assistance or services.

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

**QUALIFICATIONS**

1. Demonstrated progressively responsible experience related to construction project inspections.
2. Previous construction experience related to infrastructure (i.e. roads, sewer and water and wastewater projects).
3. Proven knowledge of theories and practices of civil engineering normally acquired by obtaining a degree in civil engineering or by attaining an engineering technologist diploma, or equivalent combination of education and relevant experience.
4. Proven construction project management experience, preferably in a municipal environment.
5. Possess a demonstrated record of leadership and guidance, technical competence, customer focus, innovation / creativity, team advocacy, staff delegation and empowerment, and be committed to results.
6. Excellent organizational skills and time management skills, including the ability to co-ordinate staff requirements for regular, emergency and special services.
7. Preference will be given to applicants with membership with the Professional Engineers of Ontario or eligible for certification or membership with the Ontario Association of Certified Engineering Technicians and Technologists.
8. Ability to mentor subordinate staff.
9. Ability to provide technical direction to sub-staff.
10. Demonstrated ability to efficiently handle daily labour relations.
11. Demonstrated ability to motivate staff and foster co-operative and harmonious team environment.
12. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
14. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department / section.
15. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
16. Working knowledge of computer software applications. Working knowledge of MS Word, Excel, and MS Project.
17. Demonstrated ability to investigate and resolve construction complaints.
18. Must be able to communicate effectively, both orally and in written form with the general public and private sector.
19. Must have a valid Class "G" driver's licence.

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