

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENVIRONMENTAL SERVICES DIVISION– LANDSCAPE ARCHITECTURAL SERVICES SECTION – LOCATION
- 77 JAMES ST. N., SUITE 400)

SITE INSPECTOR - LANDSCAPE ARCHITECTURAL SERVICES - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor of Landscape Architectural Services, the successful candidate represents the City on park and open space construction projects, performing site quality control inspections, maintenance of daily construction logs, supports the project manager, and performs quantity surveying for progress payment preparation.

GENERAL DUTIES

Attends preconstruction meetings, both in office and onsite.

Reviews contract documents prior to construction start to familiarize yourself with the job and anticipated challenges visit the site prior to construction start.

Takes photos of pre-construction conditions, to be used for claim verifications of damages during construction, as well as for city records.

Performs inspections on construction sites, with varying levels of frequency, to be determined prior to construction start based on complexity of the job and balancing workload.

Attends regular construction meetings, to be set by the project manager, and bring forward concerns or anticipated challenges at these meetings.

Maintains daily construction log including noting weather conditions, workers on site, progress of the day, safety protocols in place, documenting conversations with contractor or subs, and anything else of note.

Regularly document site progress with photographs for project files

Documents whether contract is being performed per the specifications in the contract, noting in construction log where performance is to specification, and contacting project manager where performance is not according to the specification.

Reviews shop drawings and submittals, looking for compliance with the contract documents, noting any concerns and making recommendation to project manager for approval

Performs quantity verification of work performed for use in the preparation of progress payment certificates (prepared by the project manager)

Liaises with other city staff for delivery of benches, picnic tables, and other items that are supplied by the city to the site.

Documents any deficiencies and provide to project manager for follow up with contractor

Reviews any field or laboratory tests of materials such as concrete, asphalt, soils, compaction, etc. for conformance with contract documents. Note any discrepancies to the project manager for follow up.

Confirms with utility companies that connections have been completed.

Participates in final inspection meeting, led by the project manager

Conducts audit of the job, noting any performance issues with the contractor or consultant, for use in project close-out documentation.

Ensures conformance to grading and drainage design

Prepares as-built drawings noting underground services locations in particular for project files.

Participates in warranty inspections after 1 and 2 years of substantial performance.

Pays particular attention to Public access, clean up, restoration, traffic control and related safety regulations on site for follow up by the project manager if required.

Guides and instruct student inspectors; review and oversee daily reports and other work activity.

Where required; prepare and give evidence in court.

Creates, edits and updates information on laptop computer or other mobile device using corporate software programs such as: Microsoft Office and adobe suite, as well as navigate and use GIS-based mapping software.

Be responsive and innovative with technological solutions to make work efficient and accurate.

Stays on site as required to ensure hazards, spills or other incidents are resolved to minimize health and safety risks to public and environment.

Ensures testing of materials such as, concrete, structural welding, coating/linings, asphalt, solid/compaction and waste and wastewater quality is undertaken according to the contract documents.

Assists with water service renewal.

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

Arranges and ensure utilities' shutdowns, recharging of water mains 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.

Operates equipment such as gas detectors, air meters, chlorine testers and other measuring devices.

Represents the city to the public on site, taking questions and forwarding concerns and complaints to the project manager or management team.

Assists with asset management record updates with other staff.

Assists with preparation of handover package to operations staff at project assumption.

Works with and mentor summer students.

Participates in or lead process improvement projects related to Site Inspector role or Landscape Architectural Services.

Works 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.

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

QUALIFICATIONS

1. Proven knowledge of civil engineering, landscape architecture and/or construction theories and practices normally acquired by attaining a diploma from a three year community college course in an accredited engineering technologists course in civil engineering or construction technology or a diploma from a College Course in landscape technology or an equivalent combination of education and relevant progressive work experience.
2. Previous site Inspection experience, with municipal experience preferred.
3. Relevant experience and demonstrated ability in performing construction inspections related to municipal infrastructure in all phases of construction, including roads, water services, retaining walls and sewers, as well as park and trail features such as sports fields, boardwalks, tree planting, spray pads, asphalt courts, etc.
4. Knowledge in the application of civil and landscape construction codes, regulations and construction procedures. Strong background in field techniques and modern construction and documentation practices.
5. Applicants with successful completion of courses in Health and Safety Legislation, Site Inspection, Concrete Technology, Asphalt Technology, Soils Technology, First Aid and CPR and/or other applicable landscape construction training preferred.
6. Previous experience interpreting drawings, blueprints and contract document specifications; demonstrated ability to create and maintain excellent records, logs and field reports, as well as, quality control testing and measuring.
7. Proven excellent customer service, interpersonal, verbal and written skills
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. Preference will be given to those candidates with experience in municipal design and construction.
10. Ability to carry out all facets of the work independently and as part of a team; able to walk long distances and/or stand for long periods of time; must be able to work outdoors in varying temperatures and weather conditions
11. Ability to perform inspections on construction sites to ensure compliance with Contract Specifications Plans and Installations, conform with City Standards and Policies.
12. Ability to recommend contract variances, major project changes and work stoppages, approve minor on-site changes, maintain records and logs and write reports.
13. Must possess and maintain a valid Class "G" Driver's Licence 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
