

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### TRANSPORTATION OPERATIONS & MAINTENANCE DIVISION – ROADWAY MAINTENANCE – PROGRAMS AND CONTRACTS

### LOCATION – 703 HWY#8 STONEY CREEK

### TECHNOLOGIST/INSPECTOR TECHNICAL OPERATIONS

#### SUMMARY OF DUTIES

Reporting to a Project Manager, this position assists in the investigation and planning of maintenance activities related to road assets including, but not limited to, roads, sidewalks, structures, guide rail, retaining walls, culverts, and manages and inspects construction projects.

#### GENERAL DUTIES

Assists the Project Manager in the investigation, planning, budgeting and scheduling of maintenance activities and programs.

Inspects construction sites to ensure Contractors adhere to contract specifications, plans, City standards and policies and applicable regulations. The work may include roads (asphalt repairs, sidewalks, curbs, surface treatment, and guide rail), catch basins, railway crossings, fences, noise barriers and structures such as bridges, culverts, retaining walls and the urban and rural mowing programs.

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.

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

Performs final project inspections; recommends substantial performance.

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

Notifies the Project Manager of major changes and work stoppages and variances to contracts; informs of variances to contracts; document changes; notifies contractor.

Applies understanding of engineering drawings, and contract documents; Approves and/or advises of minor project changes and work stoppages. Confirms that required permits have been issued

Monitors public access, clean-up, restoration, traffic control and safety regulations on site.

Creates and maintains daily work 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 Inspector may also be required from time to time to prepare and give evidence in court.

Assists with contract management, specifications, tender calls, quantities, special provisions, revisions, addenda, and quality control for maintenance contracts.

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

Arranges for quality control testing on materials.

Performs and records measurements such as sidewalks, roads, curbing, and guiderail installation for payment purposes.

Prepares and delivers construction notices for the project commencement, shutdown; and notifies the public in emergency situations. Records and informs the Project Manager of public complaints and/or site disputes.

Composes correspondence and writes reports such as Committee reports.

Creates edits and updates information using corporate software programs such as ArcGIS, MMS (Maintenance Management System) and Microsoft Office.

Participates in specific Corporate, Departmental and Section projects, develops cost benefit and statistical analysis, and prepares background research.

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

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.

## **QUALIFICATIONS**

1. 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's course in Civil Engineering or Construction Technology with progressive work experience, or an equivalent combination of education and relevant work experience.
2. As a minimum, must be a member of or eligible for membership with the Ontario Association of Certified Engineering Technicians and Technologists.
3. Demonstrated experience and ability in performing, planning and scheduling construction inspections related to municipal infrastructure in all phases of construction (i.e. roads, surface treatment, bridges, retaining walls). Knowledge in the application of civil construction codes, regulations and construction procedures. Strong background in field techniques and modern construction and documentation practices.
4. Previous experience interpreting contract drawings and specifications; demonstrated ability to create and maintain excellent records, logs and field reports.
5. Proven excellent customer service, interpersonal, verbal and written skills; demonstrated ability to establish and maintain effective working relationships with the public and professionals alike.
6. 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.
7. Excellent computer knowledge of Microsoft Office (Word, Excel, Power Point, Outlook) and databases.
8. Ability to carry out all facets of the work independently and as part of a team; must be able to work outdoors in varying temperatures and weather conditions.
9. Demonstrated experience in recommending contract variance, major project changes and work stoppages, proven ability to approve minor project changes.
10. Must possess and maintain a Class "G" Driver's Licence valid in the Province of Ontario.

**\*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**