

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

CORPORATE ASSETS AND STRATEGIC PLANNING – STRATEGIC PLANNING – LANDSCAPE ARCHITECTURAL SERVICES – LOCATION – 77 JAMES ST. N.)

QUALITY CONTROL TECHNICIAN - LANDSCAPE ARCHITECTURAL SERVICES – CUPE 5167

\SUMMARY OF DUTIES

Reporting to the Supervisor of Landscape Architectural Services, this position is responsible for performing technical and administrative duties related to the tendering of capital construction projects. The scope of projects includes amenities and design solutions related to parks, trails, and general open space.

GENERAL DUTIES

Co-ordinate the preparation and tendering of landscape architectural construction contracts and ensure contract documents comply with City tendering practices and policies.

Review, edit and compile City construction contracts including landscape architectural and engineering drawings, schedules of quantities, specifications and special provisions.

Maintain and update Landscape Architectural Services' standard specifications and contract document templates.

Research and recommend landscape architectural specifications and contract policies and procedures.

Arrange for construction mobilization including scheduling of pre-construction meetings, creating construction notification letters, taking and transcribing minutes, arranging for sign boards, and collecting submittals.

Update and maintain contract document templates and files for use and reference. Input and retrieve specification and contract data based on feedback from the Section.

Compile, track and report on statistics regarding contracts and other pertinent information within the Section.

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

QUALIFICATIONS

1. Demonstrated knowledge of the theories and practices related to landscape architecture usually acquired by obtaining a Degree in landscape architecture, a Diploma in landscape Technology or an equivalent combination of education and relevant work experience.
2. Eligibility for membership in the Ontario Association of Landscape Architects is considered an asset.
3. Considerable experience with the review of landscape architectural and engineering drawings, preparation of contract tender documentation and an understanding of construction specifications.
4. Comprehensive working knowledge in construction and contract administration and specification coordination.
5. Strong administrative skills with excellent attention to detail involving coordinating, reporting and tracking tendering documents gained through practical experience.

6. Must possess well developed interpersonal, verbal and writing skills.
7. Knowledge, or demonstrated ability to understand and interpret corporate policies and procedures including the Ontario Health & Safety Act and Purchasing Policy.
8. Working knowledge of Outlook, Word, Excel, MS Teams and Webex.
9. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.
10. Must possess a valid Ontario Class "G" Driver's Licence.

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.
