

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES SECTION – LOCATION - 77 JAMES ST. N., SUITE 400)

TECHNOLOGIST - ENVIRONMENTAL SERVICES - CUPE5167

SUMMARY OF DUTIES

Reporting to the Project Manager - Parks & Cemeteries Capital Projects, the successful candidate will assist the Project Manager in drafting plans, specifications and inspection of repair and life cycle replacement projects of various park amenities, to the quality standards of the City Hamilton.

GENERAL DUTIES

Create construction plans in Micro Station CAD and specifications for tendering and quoting, inspect sites to assist project manager with pre-construction, during construction, and post-construction stages to establish site characteristics, ensure conformance to plans and contract specifications, and monitor construction. These may include park amenities such as culverts, retaining walls, and minor structures, play structures, spray pads, fencing, irrigation, asphalt and concrete placement, sewer, water and hydro services, lights and sports fields. All work is to be performed as set out in the contract specifications.

Create computer generated base plans of existing conditions and proposed construction plans using GIS data, Microstation and graphics software for repair and life cycle replacement projects of all park amenities, to the quality standards of the City Hamilton.

Prepare detailed construction estimates from existing pricing of park projects.

Receive and answer inquiries from the public, other staff, consultants and contractors.

Assist the Project Manager with weekly inspections of public access, clean-up, restoration, traffic control and related safety regulations on sites.

Assist the Project Manager with project monitoring contractor led projects, ensuring quality and conformity to pre-established lines and grades.

Record pre-construction site conditions; take photographs and maintain records such as inspection sheets, progress reports, field incidents and property damage.

Apply understanding of engineering drawings, blueprints and contract documents; approve and/or advise of minor project changes and work stoppages.

Notify the Project Manager of major changes and work stoppages and variances to contracts; inform of variances to contracts; document changes; notify contractor.

Arrange meetings to obtain quotes for construction projects.

Report revisions to specifications, construction details and special provisions based on their application in the field.

Co-ordinate construction projects with contractors.

Interpret drawings, blueprints and contract documents.

Perform and record measurements of newly constructed assets such as trails, parks, general open space, and naturalization for payment.

Maintain records such as inspection sheets, progress reports and property damage.

Prepare and deliver construction notices to notify the public in emergency situations. Record and inform the Project Manager of public complaints and/or site disputes.

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

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.

QUALIFICATIONS

1. Proven knowledge of civil engineering, landscape architecture and/or construction theories and practices normally acquired by attaining a diploma from a College Course in civil engineering or landscape architecture or an equivalent combination of education and relevant work experience.
2. Relevant experience and demonstrated ability in construction inspection and computer aided drafting related to municipal infrastructure of construction with a focus on municipal public open space, such as parks, trail and natural open space. Knowledge in the application of construction codes, regulations and construction procedures.
3. Previous experience interpreting drawings, blueprints and contract document specifications; demonstrated ability to create and maintain excellent records, logs and field reports.
4. Proven excellent customer service, interpersonal, verbal and written skills.
5. 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.
6. 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.
7. Ability to perform inspections on construction sites to ensure compliance with Contract Specifications Plans and Installations, conform with City Standards and Policies.
8. Ability to recommend contract variances, major project changes and work stoppages, approve minor project changes, maintain records and logs and write reports.
9. Must possess and maintain a valid Class "G" Driver's Licence and provision of a personal vehicle for use on the job.
10. Proficiency in Micro Station, Microsoft Excel and Microsoft Word.
11. Ability to express ideas effectively, verbally, graphically and in writing.