

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION CONSTRUCTION SECTION - LOCATION - 77 JAMES ST. N., SUITE 320)

PROJECT MANAGER – CONSTRUCTION QUALITY ASSURANCE & CONTROL

SUMMARY OF DUTIES

Reporting to the Senior Project Manager of Construction the successful candidate will be the key staff member to develop, assess, administer and provide continued technical support for the quality assurance program related to capital construction projects. These large scale projects may include the construction, installation and maintenance of municipal assets including, but not limited to, roads, sidewalks, water/ wastewater infrastructure, structural liners and structures such as bridges, culverts and retaining walls.

GENERAL DUTIES

Lead in the development, implementation and maintenance of the quality assurance and quality control program for the Engineering Services Division.

Review and evaluate existing material specifications and recommend revisions as appropriate.

Assist in the review and hiring of testing consultants for the capital construction program.

Undertake quarry, plant and laboratory reviews prior to and during construction.

Coordinate and administer the quality Assurance testing and material sampling associated with capital construction projects to ensure contractors adhere to contract specifications, plans, City standards and policies and applicable regulations.

Evaluate team performance on quality assurance aspects for division; recommend training programs and provide advice and guidance.

Conduct evaluations of existing systems and processes, including review of employee duties in support of quality assurance.

Direct and oversee the day-to-day activities of geotechnical testing consultants and contractors.

Arrange for field and laboratory testing of materials such as soil, granular, concrete, asphalt and structural steel.

Review, evaluate, distribute and summarize technical reports prepared by consultants and contractors.

Compile and maintain a yearly analysis of all quality control documents and lab records for all projects including laboratory and in-situ test results, required certification, calibration, inspection requests, non-compliance reports and site instructions/observations.

Undertake post construction reviews prior to the expiry of the contract maintenance/warranty period.

Provide advice and research in the area of collective bargaining, including the development of management proposals.

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.

Job Description NO. A10695

Receives and responds to inquiries from staff, other departments, and government agencies, elected officials, the public, contractors, consultants and suppliers.

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

QUALIFICATIONS

1. Proven knowledge of the theories and practices of civil engineering normally acquired by obtaining a degree or diploma in civil engineering or an equivalent combination of education and relevant work experience.
2. Previous experience with quality assurance and quality control programs in a construction engineering environment.
3. Demonstrated experience and ability in performing construction reviews related to municipal infrastructure in various phases of construction, i.e.: roads, sidewalks, water/wastewater infrastructure, structural liners and structures such as bridges, culverts and retaining walls.
4. Strong background in field techniques and modern construction and documentation practices gained through practical experience.
5. Proven excellent customer service, interpersonal, verbal and written skills; demonstrated ability to establish and maintain effective working relationships with staff, consultants, contractors and professionals alike.
6. Must be able to communicate effectively, both orally and in written form with the general public and private sector. Demonstrated technical competence, analytical skills, strong organizational skills with attention to detail; proven ability to negotiate and communicate effectively, both orally and in written form.
7. Ability to carry out all facets of the work independently and as part of a team; must be capable of walking long distances, stand for long periods of time, climb to heights by ladder and/or by hand; must be able to work outdoors in varying temperatures and weather conditions.
8. Experience in a computerized environment. Strong working knowledge of MS Word, Excel, Outlook and other relevant computer software applications
9. Must possess and maintain a Class "G" Driver's Licence in the Province of Ontario 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.