

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES – GEOMATICS & CORRIDOR MANAGEMENT - LOCATION – 77 JAMES ST. N. SUITE 320)

CORRIDOR MANAGEMENT INVESTIGATOR TECHNOLOGIST-SPECIAL UTILITY PROGRAM – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Corridor Management, the successful candidate inspects, marks out and reviews all Stages/Phases of the Municipal Permit Application, permanent restoration of utility cuts in asphalt and concrete roadway pavement, sidewalks, curbs, driveway approaches and alleyways, coordinates transportation planning as required on streets within the limits of the City of Hamilton.

GENERAL DUTIES

Assume all duties related to Program; tracking Municipal Permit applications, coordinate activity within the Program, inspect all active construction work and ensuring all work is in accordance with the Construction & Materials Specification Manual and Contract Specifications and also follows the Right of Way – Utility Installation & Permit Manual.

Perform daily inspections of:

- Public access, clean up, restoration, traffic control and related safety regulations on site
- Field and laboratory test results of materials such as concrete, asphalt, soils/compaction and other
- Application of quality control testing of materials used by contractors.
- Monitor the quality of work of restoration contractors. Ensure contractors conform to pre-established guidelines.

Perform data base and GIS entries into the Municipal Consent and Road Cuts database and GIS application. Update information using ArcGIS, Hansen and Microsoft Office.

Perform site visits, mark out road excavations, take pre-restoration photos and issue verbal consents.

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

Arrange meetings to obtain quotes for City restoration projects, if required.

Apply understanding of engineering drawings, blueprints and contract documents.

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

Approve minor project changes, recommend major changes and work stoppages.

Co-ordinate restoration projects between city, contractors, consultants and utilities.

Communicate and co-ordinate project activities between project-involved personnel; receive and respond to inquiries from staff, public, other departments, elected officials, contractors and utilities.

Requisition and record materials used by contractors; undertake final project inspections; recommend assumption and acceptance.

Perform and record measurements of newly restored assets such as sidewalks, roads, curbs, sewers, roads, and grass areas for payment and audit purposes; operate equipment such as city vehicles, cameras, tablets and other measuring devices.

Provide access and information for city owned structures, water and wastewater facilities by consultants, contractors and various department staff.

Create and write reports; submit final deficiency lists, compile statistics, diaries and quantity books as required by Project Manager.

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

Where required; prepare and give evidence in court.

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.

Resolve financial and construction issues relating to the Capital contracts and municipal consent permitting. Provide analysis regarding status of contract and works.

Provide public and consulting engineers with plans to locate utilities such as watermains and sewers. Deal with calls through Ontario One Call and Call Centre.

Maintain and order supplies for the Contract tender printer and scanner system.

Receive and answer inquiries from the public, staff and other departments.

Oversee and instruct staff and train staff and employees.

Administer access licences to staff to view images of the Drawing Management Web.

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

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 and/or construction theories and practices normally acquired by attaining a diploma from a three-year Community College Course in accredited Engineering Technologist course in Civil Engineering or Construction Technology or an equivalent combination of education and relevant work experience.
2. Relevant experience and demonstrated ability in performing construction inspections related to municipal infrastructure in all phases of construction (i.e. roads, water, bridges, retaining walls and buildings, and wastewater projects). Knowledge in the application of civil construction codes, regulations and construction procedures. Strong background in field techniques and modern construction and documentation practices.
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

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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 recommend contract variances, major project changes and work stoppages, approve minor project changes, maintain records and logs and write reports.
8. Must be able to interpret drawings, blueprints and contract documents and perform final inspections, as well as, quality control testing and measuring.
9. Good communication skills, both written and verbal.
10. Must possess and maintain a valid Class "G" Driver's Licence.
11. May require the use of private vehicle.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.