

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENGINEERING SERVICES ENGINEERING – GEOMATICS & CORRIDOR MANAGEMENT SECTION --
LOCATION – 100 KING ST W, FLOOR 2)

CORRIDOR MANAGEMENT INVESTIGATOR TECHNOLOGIST – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Corridor Management, the successful candidate inspects, marks out and reviews all phases of the permanent restoration of utility cuts in asphalt and concrete roadway pavement, sidewalks, curbs, driveway approaches and alleyways, as required on streets within the limits of the City of Hamilton. Inspects and assists with the administration of public and private utility installations throughout the City.

GENERAL DUTIES

Assume all duties related to utility installation, and roadway restoration work tracking estimated quantities. Ensures 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 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, third party utilities, and their contractors.
- Ensure contractors conform to pre-established guidelines and permit conditions.

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

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.

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 Road Cut contract. Provide analysis regarding status of contract and works.

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

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, 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 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 perform final inspections, as well as, quality control testing and measuring.

9. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
11. Working knowledge of computer software applications.
12. Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and a point free driving record and or record found to be satisfactory to the City of Hamilton. This position requires a personal vehicle for use on the job.

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