



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: **3430-002**

CALL NO. 24-3683

Job Designation: Works Construction Inspector
Department: Roads and Works
Job Details: Permanent Full Time (CUPE 1329)
Salary Range: \$76,830 - \$93,711
Pay Grade: 310
Closing Date: Applications for this position must be received at oakville.ca no later than 11:59pm on **May 23, 2024**.

Job Responsibilities:

Reporting to the Supervisor - Works Contracted Services, the Works Construction Inspector is responsible to carry out inspection services for a variety of municipal operations and construction projects. Job responsibilities include:

- Providing inspection services on contracted municipal operations and construction projects to ensure they meet all specifications for quality assurance and quality control and are constructed to established Town standards, policies, and procedures.
- Reviewing and providing comments on upcoming projects and reviewing and approving field adjustments on projects.
- Participating in meetings with public, consultants, contractors, and agency stakeholders of the Town regarding concerns, policies, and design/operational requirements particularly with respect to road construction, driveway access, and right-of-way standards for specific sites.
- Tracking, organizing, maintaining, and reporting on the status of all inspection activities, and maintain accurate daily records of construction activity and quantity measurements including journals, field reports, schedule updates and email correspondence.
- Preparing/processing monthly progress summary payment certificate generation.
- Addressing inquiries and complaints from the public in a professional and courteous manner.
- Attending pre-construction and regular project status/construction site review meetings to enforce/reinforce the application of Town construction standards, policies, and procedures.
- Providing deficiency inspection reports to the Project Leader.
- Liaising with external laboratory services to ensure appropriate testing is being carried out on all projects.
- Contacting and coordinating with utility agencies for infrastructure records and request field locates of underground utilities.
- Ensuring Occupational Health and Safety Act, Construction Safety Regulations and Temporary Traffic Control (Book 7) requirements are being met on all project sites.
- Required to work outdoors in all weather conditions demanding regular physical exertion and visual concentration.
- May be required to work extended work hours comparable to normal contracted construction operations including weekend work as necessary.
- Operate survey equipment (total station, data recorders and download software).
- Assisting with construction layout and collection of survey data required for base construction and boundary survey plans with only moderate supervision.
- Research aerial and underground utilities and field locate utility infrastructure for pre-engineering projects.
- Operating a Town vehicle and perform a daily vehicle check.
- Perform other duties as assigned.

Qualifications:

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Post-Secondary School three-year Degree or Diploma in Civil or Construction Engineering combined with at least 3-5 years of related experience. Equivalent education and experience may be considered.
- Certification through the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Civil Technologist (C.E.T.), Civil Technician (C. Tech) or Survey (CST) is required. EIT or P.Eng. will be considered equivalent.
- Must be able to interpret and understand Engineering Construction drawings and possess the ability to understand, prepare and review tender packages, change orders, claim actions and progress reports.
- Applicants must be familiar with survey principals. Experience with the operation of current survey equipment including total stations, data recorders and downloading software.
- Candidates must have a good understanding and relevance of OPSD and Town standards and specifications as they relate to infrastructure improvement projects.
- Knowledge of current legislation and acceptable technical and industry standards for engineering projects.
- Courses in project/contract management in addition to MTO and MOE courses on municipal infrastructure and contract management specifically on road design geometrics and storm water drainage, erosion and sediment control, sewer installations, soils, concrete and bituminous technology, general inspections, etc. are a definite asset.
- Must be knowledgeable and familiar with the Occupational Health & Safety Act and MTO Manual of Uniform Traffic Control Devices, Construction Safety Regulations and Temporary Traffic Control (Book 7).
- Knowledgeable and proficient with PC based computer applications, specifically Builterra, Excel, Word, MS Project Management and AutoCAD.
- Excellent interpersonal and communication skills to represent the Department in a professional and courteous manner in dealings with contractors, consultants, and the public.
- Excellent organizational skills and ability to work under pressure.
- The successful candidate must have the ability to supply and use own vehicle on Town business.

DATED: May 10, 2024

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.

We thank all applicants and advise that only those selected for an interview will be contacted.

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