

# Roads Inspector Contract/ Job Rotation – (up to 2 years)

## Roads, Parks and Forestry Department

### Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include: flexible working hours, mobile and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

### Job Requisition Number

JR0000000463

### Employee Group

Non-Union

### Employment Status

Contract/Job-Rotation

### Hours of Work

35 hours per week

### Contract

Contract up to 2-years

### Department

Roads, Parks & Forestry

### Location

This position is required to work in person at Roads parks and Forestry' Operation Centre, 3330 harvester Road, Burlington, ON. Work location is subject to change at the discretion of the City due to operational demands.

### Position Overview

Under the direction of the contractor administrator, the incumbent is responsible for inspection services on contracted municipal construction projects to ensure that they meet all specifications for quality assurance and quality control and are constructed to established City of Burlington standards, Ontario Provincial Standards. City policies and procedures, and the Ontario Municipal Act, Regulation 239/02, Minimum Maintenance Standards for Municipal Highways.

### Responsibilities

The Roads Inspector will be responsible for

- Inspection of city sidewalks, curbs, and asphalt paths as per MMS.

*We thank all applicants and advise that only those to be interviewed will be contacted.*

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- Inspection of roadway crack sealing, culverts, catch basins, and other special projects and determine corrective action.
- Asset condition assessment and asset update using a smart device.
- Required to work outdoors in all weather conditions demanding extensive walking on a daily basis.
- Assist the contract administrator in the administration of winter contracts and inspections.
- Co-ordinates material testing with consulting engineers.
- Measuring quantities and assists contractor administrator with preparing/processing monthly progress summary payment certificates.
- Responsible for good record keeping on projects, including daily reports.
- Required to update corporate computer applications.
- Must monitor and schedule own time to best suit the needs of the projects.
- Ensures proper safety for pedestrians and vehicle traffic through and around projects.
- Responds to questions/concerns from the public/residents on general matters and refers more complex issues to the contractor administrator.
- Attends site meetings, participates in the discussion, records minutes, and problem solving.
- Provides deficiency inspection reports to the contract administrator.
- Responsible for promoting good public relations in the field. Occasionally meets with elected officials on specific field problems.
- Monitors cost of construction in field and controls tender quantities with Contract Administration staff.
- Inspection of the municipal road corridor, document and reporting of potential hazards and deficiencies as per the Ontario Municipal Act, Regulation 239/02, Minimum Maintenance Standards for Municipal Highways.
- Understands and ensures Occupational Health and Safety Act, Construction Safety Regulations and Temporary Traffic Control (Book 7) requirements are being met on all project sites.
- Perform other duties as assigned.

## Requirements

Post Secondary School Diploma in Civil or Construction Engineering; Community College diploma in Civil Engineering with 3-5 years of related experience. Equivalent education and experience may be considered. Applicants must be thoroughly familiar with contracted construction operations related to municipal infrastructure projects. Experience using GIS and Microsoft Excel, Word would be an asset.

This position is a 35-hour work week including occasional weekends.

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A valid G driver's licence is required with an acceptable driver's abstract (no more than three (3) driving related convictions or an accumulation of no more than three (3) demerit points in the previous three (3) years prior to the date of hire).

**Salary** \$61,424 - \$\$76,780 (Job Grade E - under review)

**Posting Close Date** March 31, 2025

**How to Apply** **External Applicants:** please visit [www.burlington.ca/careers](http://www.burlington.ca/careers). Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

**Internal Applicants:** current employees must apply for positions through the Jobs Hub application on your City Workday account.

**Accommodations** In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: [hr@burlington.ca](mailto:hr@burlington.ca) if you require accommodation to ensure your equal participation in the recruitment and selection process.

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