

JOB DESCRIPTION

POSITION:	ADMINISTRATIVE INSPECTOR		
DEPARTMENT:	Operations		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	40	JOB CODE:	543160
SHIFT WORK REQ'D:	Yes	GRADE/CLASS:	0.15

DUTIES:

Reporting to the Enforcement Administrator, this position will be responsible to carry out routine inspections of Corporate infrastructure construction and maintenance, including work done by public utilities and contractors, all of which requires travel to field locations utilizing a City of Windsor issued vehicle; provide in-field administration for private sewer replacements/repairs in accordance with By-Law 4921; performs inspections in the public right of way related to: encroachment agreements, oversize load moving, street and alley closings, hoarding, sewer repair/replacement/cleaning/taps, driveway – curb cuts, approaches and culverts, and special events all for permits issued under By-Law 25-2010; issues orders and enforcement under By-Law 25-2010 for issues within the public right of way; prepares and submits reports related to all inspections; reviews material and compaction tests; takes photographs, closed circuit television (CCTV), and field measurements as required; investigates public 311 and departmental inquiries; maintains amiable relations with the public and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation’s Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus two (2) years of post secondary education from a Community College in a Civil Engineering, Architectural Technology, or Construction Technology program, or Ontario Ministry of Education equivalency;
- Must have over three (3) years of civil construction and project management experience;
- Must hold and maintain a current valid and lawful Class ‘G’ Driver’s Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver’s abstract as a condition of employment;
- Must have surveying experience, knowledge of concrete, asphalt, and sewer work;
- Must have knowledge of the Ontario Occupational Health and Safety Act;
- Must have excellent interpersonal skills and ability to work with minimum supervision;
- Eligibility to obtain O.A.C.E.T.T. certification is considered an asset;
- Knowledge of the City of Windsor Municipal By-Law 25-2010 and the public right of way will be considered an asset;
- Experience with the Microsoft Office Suite of Products, particularly Outlook, Word, Excel and Access, will be considered an asset;
- The physical demands analysis associated with this job indicates a limited to medium level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.