

JOB DESCRIPTION

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| POSITION: | CONSTRUCTION INSPECTOR | | |
| DEPARTMENT: | Operations | UNION: | C.U.P.E. Local 543 |
| LOCATION: | Various | JOB CODE: | 543161 |
| HOURS OF WORK: | 37.5 | GRADE/CLASS: | 0.17 |
| SHIFT WORK REQ'D: | No | | |

DUTIES:

Under the direction of the Manager of Contracts, Field Services and Maintenance, reports to the Research Analyst Coordinator and the Supervisor of Field Services, performs inspection and administration duties pertaining to public right-of-ways, properties, and facilities; inspects Corporation infrastructures during all phases of construction, including appropriate record keeping; inspects and evaluates existing infrastructure, including manhole entries and sewer walks; directs and evaluates infrastructure testing; under the direction of a supervisor, ensures contractors compliance with the intent of force account work; organizes, calculates, and reports on “as-built” quantities; adjusts line and grade as required; reviews project plans and specifications for completeness and accuracy; assists with special projects and infrastructure studies; liaises with outside counterparts regarding subdivision inspections; directs junior staff as required; maintains amiable relations with the public and fellow staff; will be required to drive to off-site locations utilizing a City of Windsor issued vehicle. 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 a two (2) year post-secondary school Diploma from a Community College in Construction Engineering Technician (Civil), or Ontario Ministry of Education equivalency;
- Must have over three (3) years of experience in the construction industry and surveying skills (i.e. progressive experience and comprehensive knowledge of all phases of construction in order to inspect the installation of municipal infrastructure);
- 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 comprehensive knowledge of heavy construction methods, materials and testing, including plan and specification interpretation;
- Must be knowledgeable in the installation and downloading of sewer monitoring equipment;
- Must be proficient in the use and interpretation of mini sewer cameras, manhole cameras and survey leveling equipment;
- Must become proficient in Confined Space Entry;
- Must have knowledge of the Ontario Occupational Health and Safety Act;
- Must have proven oral and written communication skills;
- 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.