



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Construction Inspector	<b>CLASSIFICATION:</b> Contract (6-months with the possibility of extension)
<b>DEPARTMENT:</b> Engineering, Public Works & Building	<b>SALARY LEVEL:</b> \$32.32/hour (under review)
<b>LOCATION:</b> 2585 King Road, King City, ON	

### JOB PROFILE:

#### Function:

Reporting to the Deputy Director of Engineering & Development, the Construction Inspector will monitor construction projects (development and capital) for progress and compliance with approved design, all applicable standards, specifications and codes.

#### Reports to:

- Deputy Director of Engineering & Development

#### Supervision Responsibilities:

- None.

#### Duties and Responsibilities:

- Carries out site inspections, attends site meetings, monitors and records progress of work on development and capital projects.
- Ensures that all relevant orders and/or notices are executed.
- Ensures that construction activities are carried out in accordance with approved design and all applicable standards, specifications and codes; reports any noticed non-compliances.
- Recommends Change Orders, when necessary.
- Interprets construction drawings.
- Reviews site and lot grading plans.
- Ensures that appropriate equipment and materials are used and proper testing procedures are in place.
- Takes appropriate actions (up to and including issuance of Stop Work Orders) in cases of serious non-compliance with safety regulations.
- Performs quality checks, reports noticed deficiencies and required rectifications.

- Carries out final inspections.
- Investigates complaints, keeps detailed records, including notes and photographs.
- Assists management staff and By-law Enforcement Officers in field inspections when required.
- Prepares, organizes and maintains all relevant files and records.
- When required to, takes measurements and performs basic surveys associated with quantity calculations, quality control, tolerance checks and collection of as-built information.
- Performs other duties as may be required or assigned.

**Education/Experience:**

- Community college diploma in Civil Engineering Technology and a minimum of three (3) years' experience in construction inspection.
- C.E.T. designation or eligibility for certification.
- Knowledge of municipal standards, OPSS, OPSD, *Ontario Building Code*, *Occupational Health and Safety Act*, municipal by-laws and other applicable legislation.
- Knowledge of construction techniques to carry out inspections and determine non-compliances and deficiencies.
- Knowledge of surveying.
- Knowledge of cost estimating.
- Computer literate (Microsoft Office, GIS applications).

**Conditions of Employment:**

- Ability to conduct site inspections and investigations of complaints.
- Work involves mental and visual concentration with frequent interruptions.
- Excellent analytical, report writing, verbal communication and interpersonal skills required, along with good time management skills.
- Must be able to work with minimal supervision.
- Must be able to work effectively with the public, Consulting Engineers, Contractors, Builders, Region of York and staff at all levels.
- Holder of a Class "G" Driver's Licence in good standing.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_