



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Construction Inspector

CLASSIFICATION: Union, Full-Time

DEPARTMENT: Public Works

SALARY LEVEL: \$68,595 - \$85,813
(Grade 10; 2022 Rate)

LOCATION: Municipal Centre, 2585 King Road, King City

JOB PROFILE:

Function:

Reporting to the Manager of Development Engineering, 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:

- Manager of Development Engineering

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.
- Addresses concerns from residents regarding grading.
- 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.
- Completes manhole and catch basin inspections.
- 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 & Safety Act*, municipal by-laws and other applicable legislation.
- Knowledge of construction techniques to carry out inspections and determine non-compliances and deficiencies.
- Excellent analytical, report writing, verbal communication and interpersonal skills required, along with good time management skills.
- Knowledge of surveying.
- Knowledge of cost estimating.
- Computer literate (Microsoft Office, GIS applications).
- Holder of a Class "G" Driver's Licence in good standing

Conditions of Employment:

- Ability to conduct site inspections and investigations of complaints.
- Work involves mental and visual concentration with frequent interruptions.
- 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.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____