

Contract Inspector I

DEFINITION

This is general inspection work ensuring that contractors adhere to the contract specifications set out between themselves and the city while performing designated construction or maintenance projects.

Work of this class involves the inspection of all phases of a wide variety of construction projects, ensuring that all operations conform to the methods and standards outlined in the contract specifications. Assignments may vary from a curb widening to the construction of several kilometres of arterial roadways. Considerable contact is made with contractors, developers, and materials testing personnel in evaluating the quality and quantity of work completed. Incumbents require a working knowledge of many aspects of construction as they will deal with various crews, including drainage, excavation, soil cement, curb and gutter, backfill, concrete base, asphalt, clean-up, and landscaping. Design changes, specification difficulties, complex problems, and disputed decisions are referred to a supervisor for a final decision.

TYPICAL DUTIES*

Inspects all phases of residential development construction such as the subgrade for curbs and gutters, sidewalks, roadways, and lanes to ensure that line and grade are as specified.

Ensures that backfills are compacted to specifications before gravelling and soil cementing.

Checks asphalt for required attributes such as temperature, line and grade, and smoothness.

Inspects all the phases of cleaning, sandblasting and painting of city bridges.

Inspects all phases of sewer and drainage construction.

Prepares daily production reports, showing measurements of completed work and any calculations, which are then submitted to a supervisor for review; these records are used in the calculation of payment for work which is not covered by a bid unit price in the contract.

Ensures that the proper laboratory tests for features such as density, mix design, and compressive strength are performed; evaluates and documents the results.

Inspects proposed driveway sites to ensure that the construction will not violate city bylaws.

Investigates public complaints concerning damage to sidewalks, road bases, curbs, driveways, and other constructs.

Documents all decisions made concerning discrepancies between the contract specifications and the actual work completed. Major complications are referred to a supervisor for a decision.

Inspects waste collection and disposal activities to ensure adherence to the Solid Wastes Bylaw, checks collection times, equipment utilized and cleaning schedule for equipment.

Inspects turf maintenance and grass cutting activities in relation to cutting times, equipment utilized, chemicals applied and provisions of the Provincial Weed and Pesticide Acts.

May provide leadhand supervision over Labourers.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of investigational techniques and practices.

Knowledge of the construction industry and related trades.

Knowledge of the methods and standards set out in the contract specifications, and the ability to recognize deviations from those standards.

Skill in the use of simple measurement tools such as tape measures, levels, boning rods, and string lines.

Ability to accurately complete required documentation.

Ability to express decisions effectively orally and in writing.

Ability to deal effectively with the public.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth school grade or an equivalent combination of training and experience. Incumbents require some demonstrated technical ability in the areas of construction or maintenance, along with a willingness to enrol in applicable technical coursework. Possession of a Class 5 Alberta Motor Vehicle Operator's License, and the ability to qualify for a City Driving Permit.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0012			
Last Updated:	1990/06			
Previous Updates:				
Originated:	1978/10			