

## Contract Inspector II

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### **DEFINITION**

This is supervisory inspection work ensuring that contractors adhere to contract specifications set out for designated construction or maintenance projects.

Work of this class includes supervising and participating in the activities of Contract Inspector Is engaged in the investigation and inspection of a wide variety of construction projects to ensure that all operations conform to the methods and standards set out in the specifications. Work involves considerable contact with contractors, developers and materials testing personnel in determining the quality and quantity of work completed. Responsibilities include the preparation of daily and weekly reports, training of new employees and recommendations for disciplinary action. Work is checked on a daily basis by a supervisor who views progress reports and problems occurring in the area.

### **TYPICAL DUTIES\***

Assigns, supervises, and participates in the work of Contract Inspector Is investigating and inspecting construction and maintenance projects to ensure compliance with the contract specifications.

Inspection of all phases of residential development construction, such as subgrade for curb and gutters, walks, roadways and lanes to ensure line and grade are as specified.

Ensure that backfills are compacted to specifications before gravelling, soil cementing, etc.

Check asphalt for temperature, line and grade, smoothness, etc.

Inspect all phases of sewer and drainage construction.

Prepare and record all measurements and calculations for the project, and submit reports.

Responsible for the accuracy of the reports and records submitted by the Contract Inspector Is and Labourers.

Ensure that the proper laboratory tests are performed, such as density tests, mix design and compression strengths, etc., and evaluate and document results.

Investigate the more difficult, complex or sensitive problems occurring of a project site.

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

Inspects curb crossing sites.

Investigates public complaints concerning damaged sidewalks, road base, curbs and curb crossings.

Ensures painting and marking of roadways and permanent pavement markings are specified.

Inspects waste collection and disposal activities to ensure adherence to the Solid Waste 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.

Trains and assists new personnel when required.

Performs related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of investigation techniques and practices.

Considerable knowledge of construction industry and related trades.

Considerable knowledge of the methods and standards set out in the contract specifications.

Ability to accurately complete required documentation.

Ability to understand and execute oral and written instructions.

Ability to assign and supervise the work of subordinates.

Ability to express decisions effectively orally and in writing.

Ability to establish and maintain effective working relations as necessitated by work assignments.

**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Completion of the twelfth (12th) school grade or an equivalent combination of training and experience. Three years of progressively responsible experience in the area, combined with the completion of Concrete and Asphalt Design, Soils Mechanics I and Computer Applications from NAIT or equivalent training from an accredited institution. A communications class such as "Effective Communications for Foremen" provided through the City of Edmonton Foremanship Training, or equivalent. Possession of a Class 5 Alberta 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.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0013			
Last Updated:	2002/01			
Previous Updates:	1990/08			
Originated:	1978/10			