
Mechanic Contract Inspector

DEFINITION

This work is concerned with all aspects of contract work between the City and private mechanical contractors. Inspectors are involved in all phases of work including the identification of specific contract work to be performed, detailed estimates of time and other resources, the preparation of tender documents, the evaluation of incoming bids, the monitoring of work in progress to ensure that specifications and standards are met and performing a variety of administrative support functions, final site inspections and other follow up duties.

Employees in the class perform routine and site inspections and evaluations of elevators, escalators and associated equipment to determine current maintenance status and mechanical condition. Such systems are located throughout Civic facilities and buildings. Appropriate inspection and related reports are prepared as required. Repair and maintenance activities are monitored and inspected as required.

Incumbents perform the various job functions independently under the general direction of a supervisor and direct involvement of foremen/supervisors during projects in process is undertaken only in unusual circumstances.

TYPICAL DUTIES*

Meets with client department representatives to discuss and assess work requirements, provides alternatives when applicable and conducts follow up or research activities when required. Provides general estimates of time and costs when necessary.

Prepares applicable specifications and standards for specific mechanical contractor work to be performed, including tender documentation and ensures that applicable time frames and code requirements are met.

Meets with contractors to explain requirements, tour the work site and supplies any additional information required prior to the bidding process.

Inspects elevators, escalators and associated equipment at regular intervals to determine whether equipment meets safety and other codes, set up maintenance schedules and supervises and inspects repair and maintenance work done by contractors.

Assesses and evaluates contractor bids in relation to tender specifications and provides the supervisor with recommendations as required.

Ensures that all documentation for the awarding and authorization of contract work such as purchase orders is processed within applicable time frames.

Conducts on site inspections and supervision of work in progress to ensure compliance with standards, provides necessary direction to contractors when indicated and compiles progress reports to clients and supervisors when required.

Responds to unusual situations on work in progress or equipment breakdowns and makes applicable decisions or involves the supervisor and clients as indicated.

Ensures that applicable health, safety and environmental protection procedures are in place during all phases of projects and responds to violations as required.

Provides liaison with other trades workers, Foremen, Inspectors, etc. and coordinates the activities and schedules of work and inspections as required.

Conducts final on site inspections on behalf of the client and orders remedial work as required. Authorizes contractor payments for both work in progress and final completion payments.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the various trade codes and practices in mechanical construction, maintenance and renovation. Applicable regulatory standards include: Electrical Code, Plumbing Code, Steamfitting Code, Gasfitting Code, Boilers Act, Elevators and Fixed Conveyance Act as well as relevant Corporate Policies and Occupational Health and Safety regulations.

A working knowledge of the tools, methods, standards and theory of the various trades in order to provide adequate inspection, supervision, and equipment diagnosis.

Knowledge of applicable health, safety and environmental protection rules and regulations and how they apply to the work.

Knowledge of the tendering contract process including relevant administrative procedures and requirements.

Ability to communicate effectively with clients, contractors, trades personnel, etc. and to resolve situations requiring immediate judgement.

Ability to work in confined spaces, at heights, in extreme temperatures and to operate a motor vehicle in a variety of traffic conditions.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Grade 12 supplemented by recognized certification at the journeyman level in an applicable mechanical trade.

A minimum of five (5) years of progressively responsible experience in a mechanical trade supplemented with experience in contractor project supervision, site inspections, job estimating and construction costs, specification preparation and the interpretation and application of regulatory codes as they pertain to construction projects. Experience operating computer systems and utilizing office automation software.

Possession of a valid Class 5 motor vehicle operator's licence.

** 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	0087			
Last Updated:	2000/10			
Previous Updates:				
Originated:	1995/09			