

Structural Contract Inspector

DEFINITION

This work is concerned with all aspects of contract work between the City and private contractors involving building construction and maintenance trades. Inspectors are involved in all phases of work including the identification of specific contract work to be performed, cost estimating, the preparation of tender documents, the evaluation of incoming bids, the monitoring of work in progress to ensure that specifications and standards are met, final site inspections and other follow up duties.

Employees in the class perform routine and as-requested site inspections and evaluations of a wide variety of job sites to determine current structural status and condition. Job sites are located throughout Civic facilities and buildings and vary considerably in size and complexity of work required. Appropriate inspection and related reports are prepared as required. Repair and maintenance activities are monitored and inspected. Monitors projects to ensure that all Health and Safety, environmental protection procedures are in place throughout the duration of the project and responds to violations as required.

Incumbents perform the various job functions independently under the general direction of a supervisor and/or foreman.

Incumbents perform a variety of administrative functions, set priorities and schedule planned maintenance projects in current budget year. Inspectors work closely with all trades Foremen and contract inspectors to determine work flow of contractor and in-house resources.

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 drawings and specifications for specific structural contract work to be performed, including tender documentation. Ensures that time frames, regulations and code requirements are included in the documentation.

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

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 supervises work in progress to ensure compliance with drawings and specifications. Provides necessary direction to contractors and prepares progress reports to clients and supervisors when required.

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 and coordination of projects with supervisors, trades workers, Foremen, Inspectors, clients etc.

Conducts final on site inspections to ensure all deficiencies are completed. Authorizes contractor payments for both work in progress and final completion payments.

Arranges for security clearances and checks of contractors and provides access to work sites.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the various trade codes and practices in structural construction, maintenance and renovation. Applicable regulatory standards include: Alberta Building Code, Fire Code as well as relevant Corporate Policies and Occupational Health and Safety regulations.

Possession of a high level of technical knowledge in the carpentry trade and its relationship to other construction/maintenance trades

Considerable knowledge of the tools, methods, standards and theory of the various trades in order to provide adequate inspection and supervision.

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

Considerable knowledge and skills with computers and applicable software and digital office/field equipment.

Considerable knowledge of project management and tendering contract processes with proven abilities to plan and organize projects, including relevant administrative procedures.

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

Demonstrated ability to interpret drawings, specifications and to plan and schedule the work of contractors.

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

Highly effective written and oral communication and presentation skills.

Highly developed interpersonal skills.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

High School Diploma or equivalent supplemented by recognized certification at the journeyman level in the Carpentry trade.

Completion of Foremanship level I training and completion of Leading People for results upon appointment.

Courses in blue print interpretation, cost estimating, report writing, computers, and supervision.

A minimum of five (5) years of progressively responsible experience in the Carpentry 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.

Proven supervisory and leadership abilities.

Possession of a valid Class 5 Drivers License and ability to obtain a City Driver's permit. Certification in First Aid and C.P.R. Some positions may require security clearance.

** 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	1829			

Last Updated:
 Previous Updates:
 Originated: 2002-05