

Painting Contract Inspector

DEFINITION

This work is concerned with all aspects of contract work between the City and private contractors involving the Painting trade. 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 their current 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 as required by the nature and complexity of each project.

Inspectors monitor projects to ensure that all Health and Safety and applicable environmental protection procedures are in place throughout the duration of the project and respond to violations as required.

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

Incumbents set priorities and schedule planned maintenance projects in current budget year, working closely with the painting foreman to determine work flow of contractors and in-house resources.

Employees in this class also perform a variety of administrative functions.

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.

Prepare applicable drawings and specifications for specific painting contract work to be performed, including tender documentation. Ensure that applicable time-frames and code requirements are included in the documentation and specifications.

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

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

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

Painting Contract Inspector

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. Authorize 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.

Perform related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the various trade codes (Paint, hot water, gas lines, etc.) and practices involved in structural construction, maintenance and renovation. Applicable regulatory standards include: Alberta Building Code, as well as relevant Corporate Policies and Occupational Health and Safety regulations.

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

Considerable knowledge of paints and related coverings, suitability of paints to meet the needs of job sites, and related preparation and application methods including estimation of materials and application times.

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

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

Good working knowledge and skills working with computers and applicable software. 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, 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 for periods of time in confined spaces, at heights, in extreme temperatures and to operate a motor vehicle in a variety of traffic conditions.

Excellent written and oral communication skills and 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 Painting trade.

Must successfully complete the Pre-Supervisory Training with the City of Edmonton upon appointment and completion of the Leadership Effectiveness Program with the City of Edmonton within two years of appointment into the position.

Courses in blue print interpretation, cost-estimating, report writing, computer applications, and supervision.

A minimum of five (5) years of progressively responsible experience in the Painting 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 current First Aid and C.P.R. certification and may be required to achieve security clearance.

Possession of a valid Class 5 Drivers License and ability to obtain a City driver's 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.*

PAINTING CONTRACT INSPECTOR 2012.DOC

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1830			
Grade	070			

Last Updated:
 Previous Updates:
 Originated: 2002/05