



Posting Id	1415
Department	Planning and Infrastructure Department
Division	Infrastructure Delivery
Section	Capital Infrastructure Programming & PMO
Job Grade	SEA35 Grade 07
Rate of Pay	\$86,070.00 - \$99,969.00 Annual
Job Type	Part Time - Contract
Contract Length/End Date	1 Year Contract
Employee Group	SEA
Number of openings	2
Posting Type	Internal and External
Posting Date	05/06/2022
Application Deadline	05/22/2022

Senior Municipal Inspector

Position Summary

Reporting to the Supervisor, Field Services, the Senior Municipal Inspector coordinates, supervises and inspects the installation of municipal infrastructure construction projects, including supervising on-site construction work, inspecting contractor's daily activities, maintaining field records, and preparing field reports. You will also be responsible for quality assurance testing, resolution of deficiencies, and you will investigate and resolve resident concerns about work on or near their properties.

Key Duties and Responsibilities

- Review drawings and provide comments for constructability and to verify tender quantities
- Verify existing conditions on site pre-construction
- Identify and resolve conflicts with existing infrastructure in collaboration with stakeholders
- Monitor, supervise and inspect the installation of municipal infrastructure, and play place structures to ensure all work is completed in accordance with contracts, drawings, specifications, and municipal and provincial standards, by-laws and regulations
- Liaise with external agencies as required (i.e. MOL, MOE, DFO, TRCA, utilities, Region, etc.)
- Complete regular Erosion and Sediment Control (ESC) reporting and inspection
- Coordinate, administer and review quality assurance testing
- Verify as-constructed information
- Perform final inspections, report on any deficiencies, coordinate rectifications, and perform follow up inspections to ensure rectifications are satisfactory
- Respond to and resolve resident complaints
- Document information regarding claims against the City
- Ensure MOE guidelines and City standards are followed throughout installation, disinfection, and testing process
- Complete watermain materials field verification inspection report to ensure all material used in the project complies with AWWA and ANSF
- Participate and provide technical support in the creation of City Standard
- Provide construction knowledge relative to design
- Review as-constructed drawings and conduct on site verification
- Inspect infrastructure for compliance with design drawings and City standards
- Compile deficiency report for rectification
- Provide follow-up inspection for rectification of deficiencies and final release of securities

Education and Experience

- Diploma in Civil Engineering
- OACETT Certified at Technologist Level is required
- Certified Engineering Technologist (CET) is required
- Water Operator License is an asset
- Wastewater Operator License is an asset
- 5 Years related inspection experience. Prior experience in a municipal setting is an asset

Required Skills/Knowledge

- Familiar with provincial and municipal guidelines and standards including: MOE guidelines, OHSA, OPSS and OPSD, MTO Book 7, Spill Response, and ESC
- Proficient in Microsoft Office Suite, and strong knowledge of spreadsheets in particular
- Ability to work both independently and as a team member
- Well-developed negotiation skills, customer service skills, and experience dealing with the public
- Time management skills, and the ability to meet deadlines
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture
- Must be and willing and able to transport yourself to City work sites as required (mileage compensated).
- Occasional heavy lifting required
- Regular standing, walking, climbing, crouching, occasional work in confined spaces
- Frequent exposure to heat, cold, and noise on construction sites
- Demonstrate the City's corporate values of care, collaboration, courage and service

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.

Please note, to be considered for a career opportunity at the City of Richmond Hill you must have received the full series of a COVID-19 vaccine approved by Health Canada (or the World Health Organization). You may also be required to receive any COVID-19 boosters recommended by public health authorities. The City of Richmond Hill will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.