



## **THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

### **JUNIOR CONSTRUCTION INSPECTOR PERMANENT, FULL TIME (ONE NEW VACANCY, 40 HOURS PER WEEK)**

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Under the general guidance and direction of the Supervisor of Design and Construction within the Infrastructure Services Department, and with mentorship from the Construction Inspector, the Junior Construction Inspector plays a key role in ensuring that Township road, water, wastewater, stormwater, and development-related capital construction projects comply with standards and project specifications. This position will also ensure that concerns from residents and business owners during construction are addressed in a timely and professional manner.

#### **Main Duties and Responsibilities**

##### **Construction Inspection**

- Performs comprehensive inspections of construction sites at various stages to ensure compliance with applicable regulations, codes, and approved plans.
- Assess construction activities, materials, methods, and workmanship to ensure they meet established standards, specifications, and safety requirements.
- Review construction plans to verify compliance with applicable codes, standards, and regulations.
- Prepare detailed inspection reports, including findings, observations, and recommendations for compliance or corrective actions. Maintain accurate records of inspections and related documentation.
- Collaborate with contractors, architects, engineers, and other stakeholders to address construction-related issues, provide guidance on compliance matters, and promote best practices in construction.
- Provide excellent customer service by addressing inquiries, concerns, and complaints related to construction activities, codes, and regulations.
- Stay updated on changes in construction codes, regulations, and industry best practices. Participate in professional development opportunities to enhance knowledge and skills.
- Monitors job site safety to ensure compliance with all required occupational health and safety legislation, building codes, and regulations. Key responsibilities include conducting site inspections, identifying hazards, enforcing safety protocols, investigating incidents, and issuing stop-work orders to protect workers when unsafe work practices are observed.

##### **Construction Contract Administration**

- Meets with consultants and contractors regularly throughout the construction period to review and address construction issues.
- Performs general construction reviews on site to monitor progress and quality of the overall construction work.
- Reviews and evaluates project schedules as work progresses to help keep projects on track.
- Evaluates and approves consultant and contractor invoices and payment certificates.
- Provides regular project progress email communications to keep everyone informed of the construction

progress and upcoming work.

- Communicates with members of the public, community special interest groups, and other interested parties to address their project or construction concerns through meetings, discussions and correspondence.
- Provides input and direction to consultants and contractors to address any construction issues or required changes and to evaluate the applicable costs.
- Performs final construction deficiency reviews and follows up to verify that deficiencies have been addressed.
- Update and maintain project files and deliverables in Builterra.
- Other duties as may be assigned.

### **Draft, Design, and Plans Review**

- Assist with the preparation of plans and drawings using computer-aided design (CAD) software or other drafting tools. This includes creating and updating technical drawings for infrastructure projects, subdivisions, land surveys, and other municipal projects as required.
- Gather and organize relevant data, such as survey measurements, engineering specifications, legal descriptions, and zoning regulations, to ensure the accuracy and completeness of drawings and maps.
- Prepare and maintain as-built drawings to ensure accurate representation of constructed conditions.
- Assist in the review and examination of construction plans and contract documents to ensure compliance with municipal bylaws, zoning regulations, and engineering standards.
- Conduct quality checks on drafted plans, contract documents, drawings, and other deliverables to ensure accuracy, completeness, and adherence to established standards.

### **Minimum Qualifications and Requirements**

- Diploma from a recognized College of Applied Arts and Technology in Engineering Technology and eligibility for full membership in the Ontario Association of Certified Engineering Technicians and Technologists.
- At least 1-year of experience in aspects of municipal infrastructure construction and inspection.
- Experience working for municipal clients or in a municipal setting is considered an asset.
- Thorough knowledge of applicable legislation, regulations and requirements related to the core functions of the position including but not limited to, Bridge Design Code, TAC/MTO Roadway Design Standards, Ontario Water Resources Act, Environmental Assessment Act, Environmental Protection Act, Clean Water Act (Source Water Protection), Safe Drinking Water Act and Storm Water Management BMPs.
- Advanced organizational, prioritization, interpersonal, analytical and time management skills.
- Strong written and verbal communication skills.
- Ability to prepare and give presentations with clarity and purpose.
- Demonstrated ability to work in a fast-paced team environment and independently.
- Working knowledge of AutoCAD, ArcGIS, Citywide and Microsoft Office (Word, Excel, Power Point and Outlook).
- Mental agility required for applying technical knowledge, experience and job skills to a variety of issues, assignments and situations. Many situations present conflicting priorities. May cross traditional departmental lines.
- Eye and hand coordination with extended periods of concentration and intensity.
- Good decision making and judgment is required as decisions made will affect the quality and effectiveness of road, bridge, water, wastewater and storm water projects as they relate to public health and safety, protection of the environment, level of service and regulatory compliance.
- A valid Ontario Class “G” Driver’s License in good standing and access to a vehicle.

**Work Location:** Infrastructure Services Office (7444 Wellington County Rd 21, Elora)

**Hourly Wage:** \$66,981 - \$75,345 per annum [2026 Rates]

**How to Apply:** Interested applicants are requested to submit a **single document** that includes their

resume (required) and optional cover letter in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **April 6, at 11:59 p.m.** Please quote job posting '2026-22' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted.  
**No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at [hr@centrewellington.ca](mailto:hr@centrewellington.ca)*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).*