

## Employment Opportunity Notice EX19-075

### The City of Greater Sudbury

requires a

### Field Inspector

Reporting Location: St. Clair Depot

**Permanent Position**  
**80 Hours Bi-Weekly**

### Start Date to Follow Selection Process

The Construction Services Section, Engineering Services Division, Growth and Infrastructure Department of the City of Greater Sudbury requires a Field Inspector. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$29.26 to \$36.91 per hour (subject to review).

**Duties:** Under the general supervision of the Construction Services Co-ordinator.

1. Perform quality assurance (QA) inspections of work carried out by private contractors and municipal works forces.
2. Coordinate support services on various projects to ensure consistent documentation and adherence to project plans, specifications and instructions related to quantity and quality control (QC) of materials, methods and workmanship.
3. Inspect and monitor QC and QA tests on grading work, paving work, sewer installation, watermain installation, sidewalk construction, structural work and other items incidental to municipal construction projects in accordance with project plans, specifications and quality management plans.
4. Monitor quality and quantity of delivered materials and ensure supporting documentation is collected.
5. Monitor and perform checks on the layouts, alignment and grades of construction works.
6. Prepare and maintain various reports and documentation (e.g. instruction forms, project change requests, records of events as set out in daily diaries, contractor performance reports, daily reports of completed work and final project records), ensuring quality data and standards are maintained.
7. Document and inform Project Teams of any deviations or non-compliances to contract specifications and project plans. Consult with Project Team on requested scope, schedule or cost changes
8. Inspect work sites as projects progress and upon completion to ensure work has been performed according to project plans and contract specifications with minimum inconvenience to the general public.
9. Provide constructability and technical guidance to internal and external Project Teams.
10. May be required to check summaries of materials delivered to sites to ensure supporting documentation is included (i.e. weigh tickets).
11. Investigate, report, and respond to public complaints or enquiries pertaining to construction activity and project work. Consult with Project Team and implement corrective action, as required.
12. Monitor and review quality of red-line drawings, as-built drawings, and contract documentation provided by contractors for compliance with contract specifications
13. Perform QA checks on surveys to ensure adherence lines and grades defined by project plans for the construction of roads, sewers, sidewalks, etc.

**Employment Opportunity EX19-075**  
**Field Inspector**  
**(Permanent Position)**

14. May be requested to participate in emergency standby, as required
15. Coordinate with contractors and Project Teams to identify and initiate documentation for potential changes to scope, schedule or cost and process for approval prior to execution.
16. Participate in the preparation or revision of inspection manuals and related documents.
17. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
18. Perform other related duties as may be required.

**Qualifications:**

- Successful completion of a Community College Diploma with Canadian accreditation as an Engineering Technician.
- Membership or eligibility for membership in the Ontario Association of Certified Technicians and Technologists is an asset.
- Over two and one half (2½) years up to and including five (5) years of field inspection work.
- Demonstrated ability related to computer software and administrative systems in a Windows environment (e.g. file maintenance, work processing, spreadsheet applications, information input and retrieval, etc.).
- Knowledge of applicable legislation, related regulations and best practices within area of responsibility.
- Knowledge of contract language, drawings and specifications.
- Ability to demonstrate interpersonal skills in dealing with the public in a courteous and effective manner.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Qualified candidates should submit their résumé in confidence by **Monday, February 11, 2019 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca)** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number **(EX19-075)** on your resume. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.