



POSITION VACANCY

Call Number:	2023 - 42
Position:	Utilities Special Project Inspector
Type of Vacancy:	Twelve (12) month renewable Contract up to four (4) years.
Work Schedule (hours & days):	8:30 am to 4:30 pm, Monday to Friday (35 hour work week)
Location:	City Hall 4310 Queen Street, Niagara Falls, Ontario
2022 Hourly Rates:	\$36.79 to \$38.73
Date Posted:	March 13, 2023
Closing Date:	March 31, 2023 at 4:00 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Employment Opportunities**). Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, March 31, 2023**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

Municipal Works

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Utilities Special Project Inspector

POSITION SUMMARY: Complete field inspections to ensure compliance with approved plans and protection of City property. Monitor project progress, manage documents, and provide updates to Project Coordinator. Liaise with consultants, utility companies, contractors, regulatory agencies, the Niagara Region, City departments, and members of the public.

DIVISION: Engineering

RESPONSIBLE TO: Utilities Special Project Coordinator

SUPERVISES: N/A

EQUIPMENT AND TOOLS USED: City vehicle, computer, digital camera, standard office equipment.

WORKING CONDITIONS: Standard office environment (20%)
Outdoors (80%)

RESPONSIBLE FOR:

1. Reviews drawings, plans, information and documents submitted by permit applicants, identifies and comments upon potential problems or conflicts, circulates applications to other utilities, stakeholders, or City departments as needed.
2. Confirm all proposed utility alignments and elevations do not conflict with current/planned/future capital works construction.
3. Observe and document work being performed by contractors.
4. Schedule and coordinate field inspections, ensuring proper and thorough oversight during construction.
5. Responsible for good record keeping, including daily reports and field drawings.

6. Monitor project progress, organize and maintain official project documents, records, and reports.
7. Attend internal meetings with City staff and provide updates on project progress, issues, and conflicts.

POSITION REQUIREMENTS:

Minimum is a three (3) year college diploma from a Civil Engineering Technologist program or related field.

Certification with OACETT as Certified Engineering Technologist (CET).

Valid class "G" drivers licence.

Minimum three (3) years of experience in construction project inspection or coordination, preferably on civil infrastructure and/or utility projects.

Must possess working knowledge of utility design and installation; road, watermain and sewer operations, Occupational Health and Safety Act; Ontario Traffic Manual Book 7; W.H.M.I.S; construction and inspection, and basic knowledge of computers and software.

Ability to work alone, with a minimum amount of supervision.

Revised: December 2, 2022