



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025 - 15
Position:	Municipal Works Inspector
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:00 am to 4:00 pm 40 hours per week
Location:	City Hall (4310 Queen Street, Niagara Falls)
Salary/Wage(s):	\$41.87 to \$43.31 per hour Plus a comprehensive benefits package and defined benefit retirement pension
Date Posted:	February 13, 2025
Closing Date:	February 21, 2025 at 4:00 pm

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs Applications must be submitted online and will be accepted until **4:00 pm on February 21, 2025.**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. 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.

**CITY OF NIAGARA FALLS
POSITION DESCRIPTION**

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: **Municipal Works Inspector**

POSITION SUMMARY: Inspect construction projects for workmanship, materials and construction procedures in the field, and to ensure specification compliance. Provide comments upon potential problems or conflicts resulting from contract drawing, specification review and/or field conditions. Responsible for all sampling and testing requirements for watermains as per the Ministry of Environment regulations. To review, process, regulate and inspect applications made under the Road Occupancy Permits, Site Alteration Permits and Municipal Consent Permits.

DIVISION / DEPARTMENT: Municipal Works / Engineering

RESPONSIBLE TO: Construction Services Supervisor

SUPERVISES: N/A

EQUIPMENT & TOOLS USED: City vehicle, computer, electronic metal detector, global positioning systems, surveying level and rod, tape measure, air meter, shovel, sledgehammer, pick, cellular phone, digital camera for still photos and video, zoom camera (manhole inspection), chlorine residual sampling kit.

WORKING CONDITIONS: Outdoors (80%) and standard office environment (20%)

RESPONSIBLE FOR:

1. Provide general Municipal Works inspections which will include: verification of alignment and grades, scheduling field quality and related tests, overseeing compaction testing, pressure testing and leakage testing. Ensures work performed meets required specifications for watermain, sewer, and road building construction.
2. Comments upon and/or resolves potential problems or conflicts resulting from contract drawings, utility applications, contractor's survey layout, specification and constructability reviews, and/or field conditions. Will direct the contractor accordingly within agreed upon limitations.
3. Maintains a liaison with the public to investigate, resolve and report on complaints or inquires pertaining to construction projects.
4. Attend site meetings when required. Conducts site meetings in the absence of other supervisory staff.
5. Responsible for accurate quantity measurements of materials used and work performed to produce a monthly computerized progress payment certificate for contractors and "as constructed" information complete with final measurements for future references.
6. Maintains an individual project diary of work performed along with daily and weekly work forms, reports verbally and in writing to supervisors, etc. when required.

7. Review construction work within the context of the Occupational Health and Safety Act and ensure that construction signing and traffic control is always properly arranged and maintained as per Ontario Traffic Manual Book 7 and takes appropriate action to all safety violations.
8. Review information/documents submitted by permit applicants, comments upon potential problems or conflicts, circulate applications to the necessary City departments/sections for review and comment. Formulate all comments and respond to applicant.
9. Ensure all information outlined in the pertinent By-law has been submitted for each permit application. Conduct quantity take off to establish security deposit using fee schedule as set out in the By-law.
10. Conducts a final inspection which includes the formulation of a deficiency list, prior to the expiration of the warranty period, for all Municipal Works projects, to ensure compliance of restoration works according to City specifications. Process the partial or total release of any security deposit for permit applications.
11. Ensure that the water distribution systems do not become contaminated during the construction period. Responsible for reviewing, witnessing and recording all watermain disinfection and testing including verification of chlorine residuals, taking bacteriological samples for testing and approval of test results as per the Ministry of Environment (MOE) regulations.
12. Responsible for taking and downloading digital pre-construction, progress, and completion photos/videos for assigned Municipal Works Projects and individual permit applications.
13. Coordinates and directs, as may be required by the Construction Services Supervisor, other on-site field personnel carrying out layout work and required inspections, including field technicians, surveyors, inspection personnel, consultant inspectors, summer staff and students.
14. Assists the Survey Crews in performing Total Station Surveys.

POSITION REQUIREMENTS / QUALIFICATIONS:

- Minimum is a two (2) year college diploma from a Civil Engineering Technician's program or related field.
- Certification with OACETT as an Engineering Technician.
- Must Possess or obtain an Operator-In-Training (OIT) certificate within 3 months of accepting the position. Must obtain and maintain a minimum of Class 1 MOE Operator Certificate in Water Distribution within 3 years of accepting the position. Annual training and study towards maintaining Level 1 MOE Operator Certificate in Water Distribution.
- Valid class "G" drivers' licence.
- Minimum three (3) years of experience in construction technology and construction inspection or other similar environment.
- Must possess working knowledge of blasting and drilling; utility design and installation; road, watermain and sewer design and installation; Occupational Health and Safety Act; Ontario Traffic Manual Book 7; W.H.M.I.S; construction and inspecting; basic knowledge of computers and software; and knowledge of survey techniques and the Total Station equipment.
- Ability to work alone, with a minimum amount of supervision.