

Junior Surveyor/Inspector, Engineering Services

Reference #J0325-0134
Engineering Services
CUPE, Regular Full-Time (up to 2 positions)
\$27.81 - \$34.03 per hour
40 hours per week
Onsite

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

Position Summary

Reporting to the Construction Supervisor, the Junior Surveyor/Inspector is responsible for supporting the delivery of City capital projects, ensuring quality control and collection of field data. This position will conduct surveying operations, prepare calculations and estimates, inspect and report on construction projects, compile field records and assist in the tabulation of quantities. This provides the opportunity to develop skills required to perform the role of a Surveyor Inspector by working with seasoned Surveyor Inspector Staff.

Key Duties & Responsibilities

- Responsible to support one or more construction contracts including all phases of the work, such as layout, site inspection, completion of construction records, quantity measurements, quality control, preparation of progress and final payment certificates, and build information for final drawings
- Carry out quantity take-off, cost estimates and assist in the preparation of tender documents for all phases of the work

- Produce detailed written records, site measurements and locations of all quantities for payment, written confirmation of instructions to the contractor, full details of extra work, weather conditions, persons and equipment on the job
- Survey and record the locations, sizes, depth of rock and other pertinent data pertaining to laterals, grade changes, utility locations, obtain manhole inverts, classifying and surveying of sidewalks, etc
- Maintain effective relationships with the contractors conducive to maintaining a high standard of workmanship
- Maintain good public relations through effective communications. Ensure that inconveniences to the public are kept to a minimum and complaints are handled in a professional manner
- Supervise site testing and arrange for all necessary laboratory testing of construction materials to verify compliance with quality standards
- Promote safety awareness and proper construction safety measures at all times. Report and record full details of accidents
- Prepare daily records
- Assist all other engineering areas where required including traffic, infrastructure, stormwater parks/shoreline and development
- Responsible for pre-engineering total station and GPS surveying and layout
- Carry out engineering calculations such as curves, irregular areas and volumes of cut and fill
- Assist with cut inspections and other infrastructure permits
- Assist in the preparation of record drawings and/or other drawings as required
- Other duties as assigned

Qualifications, Competencies

- 3-year diploma in Civil Engineering Technology or related program
- Registered with O.A.C.E.T.T. as an Associate Member with the ability to obtain CET designation with 48 months
- Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

Skills, Abilities, Work Demands

- Ability to communicate effectively with various stakeholders for the purpose of relaying information and training
- Ability to write concisely and accurately
- Able to perform the essential duties of the job such as outside work requiring moderate physical exertion in all seasons
- Ability to use all levels of survey technology, up to and including total station and GPS
- Ability to work independently on projects and communicate potential problems with respect to scheduling, budget or progress

- Ability to use Microsoft Office Suite Word and Excel, Access, AutoCAD software programs and other compatible programs
- Ability to problem solve and maintain excellent public relations
- Ability to ensure (i) all legislative requirements and safe work practices established by management are being followed and (ii) ensure that all accidents and unsafe/hazardous conditions are reported to supervisor/manager
- Basic knowledge of general construction practices and Ontario Provincial Standard Specifications
- Must possess and maintain a valid class “G” license
- Must obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

[CLICK HERE TO APPLY](#)