

Job Title: Technologist I Construction Administration-C1243

File Number:	3367	Employee Group:	Local 101
Service Area:	Environment and Infrastructure	Division:	Construction and Infrastructure Services
Job Type:	Full-Time Permanent	# of Openings:	1

Summary of Duties:

Reports to the Division Manager and performs duties under the direction of the Manager of Maintenance and Construction. Assists in the various aspects of contract administration including but not limited to road, water, and sewer design and construction inspection. Assists in the development of tender documents, quotations, and requests for proposals. Reviews sewer video tapes and recommends methods of repair/replacement on anomalies identified.

Work Performed:

- Acts as a field inspector for matters relating to Municipal bylaws, policies, contracts and construction projects.
- Evaluates and makes routine decisions and recommendations for repair or replacement at locations identified for future construction.
- Investigates and resolves complaints on standard issues independently.
- Assists in contract administration including but not limited to the development of tenders, quotations and requests for proposals, engineering drawings, measuring quantities for payment, quantity estimates, cost estimates, and surveying.
- Assists, prepares and provides various types of information for engineering and operations staff including maps, drawings, graphs, charts, schedules, and reports.
- Reviews sewer video tapes, identifies anomalies, recommends the method of repair or replacement.
- Maintains infrastructure data bases.
- Attends meetings with other Divisions, Departments, contractors, individuals, municipal officials and private agencies with respect to construction works or contract administration, as required.
- Performs related duties as assigned.

Qualifications:

Three year Community College Civil Engineering Technology Diploma.

Experience:

Three to four years' related experience.

Specialized Training & Licenses:

Skills and abilities in the following areas are necessary:

- Excellent verbal and written communication skills.
- Valid Driver's Licence - Class G.
- Working knowledge of civil engineering technology, contract administration and construction inspection and practices.
- Working knowledge of the Occupational Health and Safety Act and Regulations for Construction Projects.

Compensation & Other Information:

\$57,720 - \$82,894 (Level 12)

This posting is for one (1) permanent full-time position being filled on a permanent full-time/part-time basis.

Current hours of Work: Monday - Friday from 8:30 a.m. to 4:30 p.m.

Work Arrangement: Hybrid. Subject to change in accordance with business requirements.

These hours of work are subject to change in accordance with the Collective Agreement and may include evening hours and Saturdays.

NOTE: Applicants may be required to complete a job related test.

Please note that this position is located within the Construction Administration area.

Police Record Check:

The successful candidate will be required to complete a Criminal Record Check.