



## **JOB DESCRIPTION**

**TITLE:** MUNICIPAL SERVICES INSPECTOR

**DEPARTMENT:** Engineering

**LEVEL:** 11

**Position Last Evaluated: Dec 2014**

**Job Desc. Last Updated: Feb 2015**

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### **JOB SUMMARY**

Under the general direction of the Project Manager, the incumbent inspects, monitors, administers, and approves the construction of Engineering projects, subdivision and building developments, private utility installations, and other civil construction works within City of Nanaimo roads and rights-of-ways.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Inspects, monitors, and oversees contractors in the construction of municipal owned civil projects within the City of Nanaimo to ensure compliance with City of Nanaimo design drawings, standards, specifications, bylaws, policies, contractual and property conditions, and senior government approvals.
2. Identifies the contractor's deficiencies and/or non-conformance with the design drawings and appropriate standards, specifications, and regulations. Directs the contractor to take remedial action as required, and informs all relevant parties to the project.
3. Tests all facets of construction to confirm compliance with Engineering Standards and Specifications. Coordinates city crews. Supervises contractors and engineering consultants who provide specialized materials testing, environmental, or other project related engineering services.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

4. Records activities and pertinent construction data by completing detailed daily progress and inspection reports and by maintaining a concise daily diary. Compiles photo and video records of the construction site before, during, and after construction to mitigate claims for property damage resulting from the construction. Compiles and reports accurate construction information obtained from site inspections and surveys. Updates as-constructed information on the design drawings.
5. Provides contract administration by monitoring and enforcing the contract conditions, and only refers issues to the Project Manager when formal action is required. Chairs weekly meetings with the contractor to identify, confirm, and anticipate the construction progress, issues, and costs.
6. Prepares project quantities for tenders and provides monthly estimates of the final project quantities during construction. Prepares progress draws and change orders for approval. Monitors project budget and costs, and estimates the final project costs with each progress draw. Identifies and recommends solutions to keep the project within budget.
7. Resolves major project issues encountered during construction by providing recommended solutions to the Project Manager and/or design engineer for approval.
8. Assists design staff with investigation of existing utilities and provides practical construction input to designs. Prior to tender, ensures construction design drawings meet the requirements of City of Nanaimo standards, specifications, bylaws, regulations, and policies.
9. Communicates with other City departments, engineers, surveyors, consultants, contractors, and private utility companies related to projects. Communicates with the general public to keep them apprised of the project status, and to identify and resolve their project concerns, questions, or issues within City policies and bylaws.
10. Acts as the City's representative for workplace safety for capital projects which includes conducting pre-contract hazard assessments and acting as liaison with contractors on health and safety issues. If City is designated as prime contractor, coordinates the health and safety issues for all other contractors/subcontractors working on the capital project.
11. Prepares quantity calculations, cost estimates, and specifications for road, storm, sanitary, water, and other civil works.
12. Processes, approves, and monitors work in City Streets and Fill permits.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

13. Monitors and recommends acceptance of the work completed by Consulting Engineers for subdivisions and building developments.
14. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Sound working knowledge of mathematics and surveying, as well as civil engineering terminology, techniques, and construction practices.

Thorough knowledge of all facets of road and utility construction and design with practical, hands-on experience in construction and maintenance.

Thorough knowledge of contract administration, construction documents, contracts, practices, and problems.

Thorough knowledge of budgeting, estimating, and standard cost procedures for municipal construction.

Thorough knowledge of the City of Nanaimo Engineering Standards and Specifications.

Considerable knowledge of survey equipment and ability to confirm and check construction layout surveys.

Ability to read, interpret, and prepare municipal engineering survey plans and contract documents. Ability to read and interpret topographical maps and aerial photographs, together with related data.

Ability to accurately perform drafting of as-constructed information and changes.

Ability to maintain a concise, accurate diary of day-to-day activities and events, prepare concise letters and reports including inspection reports, cost estimates, progress payments, and project summaries.

Ability to communicate with tact and discretion when dealing with or settling requests, complaints, or clarifying information to customers.

Ability to monitor, supervise, and administer the work of contractors and consultants.

Ability to exercise independent judgment and action on a daily basis and work with minimum supervision.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Proficient computer skills with engineering application software (such as AutoCAD) and basic computer skills with MS Office (such as Outlook, Word, and Excel).

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

A diploma in a specialty such as engineering, surveying or construction from a recognized technical institute.

A minimum of 4 years' experience in survey, construction, design and inspection of civil works, with emphasis on construction and inspection.

Or an equivalent combination of education and experience.

Membership or eligibility of membership with Applied Science Technologists & Technicians of BC (ASTTBC).

Possession of a valid Class 5 BC Driver's Licence.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.