

The District Municipality of Muskoka is currently recruiting for a Construction Inspector



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

The Construction Inspector is responsible for on-site inspection of maintenance or construction projects including (but not limited to) road works, linear water and sewer and storm water construction.

What you will do:

- Understand and interpret the requirements and details of construction drawings and specifications.
- Inspect work in progress and coordinate testing and approval of materials according to the required or established frequency; examine (measuring, testing) the work to the detail required to ensure contract compliance.
- Monitor contractor's work in accordance with contracts, plans, specifications, policy, standards and good engineering practice for all District Capital Projects.
- Coordinate with contractors in monitoring and comparing progress with proposed schedule.

What you will need:

- Completion of, at minimum, a three (3) year community college program in a Civil and /or Structural or Construction engineering technology discipline or a related field;
- Member in good standing with O.A.C.E.T.T. with a minimum of a C. Designation. Preference will be given to candidates with a C.E.T. OR L.E.T. designation;
- 3 to 5 years progressive experience in direct construction inspection, contract administration or equivalent
- Demonstrated technical proficiency in regard to understanding Civil and Structural Engineering principles and a high level of ability to read and interpret engineering drawings.

For a full outline of the responsibilities and requirements, please review the next page.

What we are offering

This is a **Permanent Full-time** opportunity at the District. The hourly compensation range for this role is **\$32.22 to \$35.11** based on a 40-hour work week. The District is also proud to offer the following to our



permanent employees:

The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the "How to Apply" instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday, February 14, 2024 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.

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Department:	Engineering & Public Works	Reports to:	Manager, Transportation Maintenance & Operations
Effective Date:	March 2018	Supersedes:	March 2016
Classification:	CUPE Outside Class 7	Job Evaluation Date:	April 2004

SUMMARY:

Working under minimal supervision, this job is responsible for on-site inspection of maintenance or construction projects including (but not limited to) road works, linear water and sewer and storm water construction.

MAJOR RESPONSIBILITIES (not limited to):

- Understand and interpret the requirements and details of construction drawings and specifications
- Inspect work in progress and coordinate testing and approval of materials according to the required or established frequency; examine (measuring, testing) the work to the detail required to ensure contract compliance;
- Monitor contractor’s work in accordance with contracts, plans, specifications, policy, standards and good engineering practice for all District Capital Projects
- Coordinate with contractors in monitoring and comparing progress with proposed schedule.
- Track contract tender quantities and extra work for payment in conformance with allocated budget.
- Maintain a complete and up to date Inspector’s diary and keep all records of work on site along with records of equipment used and materials delivered.
- Coordinate with survey crews to collect and provide necessary information to contractors with respect to design changes, grade revisions and construction progress.
- Prepare in a timely manner the red line drawings for the preparation of “as-builts” and coordinate with survey crews to ensure that all necessary information is provided to complete “as-built” records.
- Maintain a day-to-day link between Public Works staff and contractors.
- Coordinate with contractors to ensure construction impacts on public and adjacent property owners are minimized.
- Complete payment certificates for approval to ensure that contract progress and material use is satisfactory.
- Coordinate with other utilities and levels of government where there is operational or jurisdictional overlap.
- Coordinate with local municipalities for the required road closures or any disturbance that may affect the users of the project being worked on.
- Establish and maintain harmonious relationship with general public, including delivering notification Letters to impacted residences or establishments.
- Coordinate site inspection for the final walk through to identify deficiencies before the issuance of completion certificate.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Related duties as assigned.

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Completion of, at minimum, a three (3) year community college program in a Civil and /or Structural or Construction engineering technology discipline or a related field;
- Member in good standing with O.A.C.E.T.T. with a minimum of a C. Designation. Preference will be given to candidates with a C.E.T. OR L.E.T. designation;
- 3 to 5 years progressive experience in direct construction inspection, contract administration or equivalent
- Demonstrated technical proficiency in regard to understanding Civil and Structural Engineering principles and a high level of ability to read and interpret engineering drawings;
- Possess a sound knowledge of construction inspection (particularly on roads, watermains, sewer and service pipeline installations) and management principles, practices and techniques, as well as knowledge of construction products, materials and equipment;
- Comprehensive knowledge of the Occupational Health & Safety Act, and regulations for construction projects, as well as safety policies and procedures applicable to a construction contract;
- Successful completion of courses such as: General Inspection, Asphalt, Soils, Concrete and Surveying, would be considered an asset.
- Good oral and written communication skills, with the ability to interface with the general public and be familiar with computer applications.
- Ability to be onsite during contractors working hours, including availability outside of regular District working hours.
- Excellent computer skills and a high level ability to function in a Microsoft environment (including word and excel)
- Hold a valid Ontario Driver’s License.