

SITE INSPECTOR – CIVIL ENGINEERING

As one of the leading professional civil engineering services firms in the land development industry since 1993, Condeland Engineering Ltd. is renowned for the expertise and care we bring to each project. At Condeland we:

- Value our reputation and our people;
- Have an empowering company culture
- Hold ourselves accountable in everything we do
- Foster collaboration
- Are dedicated and forward-thinking

Role Overview

Reporting to the Firm's Project Manager, you will be working with our Clients to perform the following duties:

- Meet, liaise and maintain effective communications between clients, contractors and consultants
- Help coordinate the civil site portion of a project among the other staff members. Participate in the preparation of tender documents when required;
- Consistently check to ensure that all work is being carried out within the fee/time allocation. Take remedial action when necessary;
- Keep the Project Manager and Principal Engineer informed of the status of all projects in which he/she is involved;
- Monitor and document the Contractor's performance on a variety of construction projects to ensure that contract specifications and proper construction methods are followed;
- Review the site materials to ensure they meet design and municipal specifications;
- Prepare and complete Daily Inspection Reports, photo logs and as-constructed records while on site;
- Prepare Monthly summaries of work completed by the Contractor and assist Project Manager in preparation of Payment Certificates;
- Office assistance for preparation of contract documents;
- Review video inspections and interpretations;
- Review survey layout data to confirm according to Design and Municipal Inspector;
- Create and update procedures on tasks relating to the duties of this position, as requested;
- Obtain and review As-Built information in a timely manner;
- Ensure requirement for inspection testing are completed for building permit in a timely manner;
- Inspect above and underground services of assigned projects to ensure these conform with the Designs as approved;
- Ensure that the policies and procedures of the firm are carried out in a manner consistent with the goals and objectives as set forth by the Principal Engineer and Management staff.

Functions include:

- Maintain effective functioning of the construction site by providing support to the Project Manager, with respect to communications and records management.
- Complete field inspection tasks for various projects to ensure compliance with construction contracts and applicable quality standards.
- Accurately review and interpret construction drawings and specifications.
- The ability to verify quantities, prepare progress reports for review and maintain various construction documentation, schedules and records.
- An aptitude for identifying contractual and regulatory deviances and work with the project team to find solutions. Must display tact and diplomacy to motivate and work with Contractors, Designers, End-Users, and fellow construction inspection staff.

Qualifications must include:

- Minimum - Certified Engineering Technologist Diploma from an accredited Canadian college;
- Requires 3 (three) to 5 (five) years of experience in a similar role or function;
- Knowledge of Design Standards, specifications and materials associated with construction, laws and regulations including environmental, occupational health and safety requirements and their application in construction contracts;
- Ability to use the Firm's computer software, i.e. Microsoft Office and AutoDesk; using AutoCAD/Civil 3D is recommended but not required;
- Must have a good understanding of local municipal requirements, Codes, Acts and Regulations affecting the building and site development industry;
- A willingness to work with a team to resolve project issues on site;
- The ability to operate survey equipment (level and transit) to verify construction progress;
- Must have a valid drivers licence for the Province of Ontario.

Experienced in the following:

- Site Servicing
- Paving, Grading and Drainage Design and Plans
- Storm Water Management Reports
- Erosion and Sediment Control
- Site Plan approvals and/or amendments
- Strong in presenting to clients and representing the firm in meetings with the local municipalities
- Field review and inspection of Civil works

Job Types: Full-time, Permanent

Benefits: A Comprehensive Benefits Plan

Experience: Site Civil Engineering: 3 - 5 years (Minimum Required)

Education: - Minimum Certified Engineering Technologies (Required) from an accredited Canadian college;
- Bachelor Degree – Civil Engineering (Preferred) from an accredited Canadian University

Location: Greater Toronto Area, parts of Southern Ontario

Licence: Driver's Licence and Vehicle (**Required**)

Language: English (well written and spoken) (Required)

Work remotely: No