

POSITION: ADMINISTRATIVE INSPECTOR**JOB POSTING #:****DEPARTMENT:** Operations**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543160**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.15**SHIFT WORK REQ'D:** Yes**SALARY RANGE:** \$28.19 - \$33.15 per hour (2012)**HOURS PER WEEK:** 40

DUTIES:

Reporting to the Supervisor of Field Services, or designate, carries out routine inspections of Corporate infrastructure construction and maintenance, including work done by public utilities and contractors, all of which requires travel to field locations; provide in-field administration for private sewer replacements/repairs in accordance with By-law 4921; performs inspections related to: oversize load moving permits, street and alley closings, hoarding permits, sewer repair/replacement/cleaning/taps, driveway and curb cuts, driveway culverts, and special events; prepares and submits reports related to all inspections; performs material and compaction tests; takes photographs, closed circuit television (CCTV), and field measurements as required; investigates public inquiries; maintains amiable relations with the public and fellow staff; performs other related duties as required. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus two (2) years post secondary education from a Community College in a Civil Engineering Technology program, or Ontario Ministry of Education equivalencies.
- Must have over three (3) year's civil construction and supervisory experience.
- Must be eligible to obtain O.A.C.E.T.T. certification.
- Must have surveying experience, knowledge of concrete, asphalt, and sewer work.
- Must have knowledge of the Ontario Occupational Health and Safety Act.
- Must hold and maintain a current valid and lawful Class G driver's licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle.
- Must have excellent interpersonal skills and ability to work with minimum supervision.
- Experience with the Microsoft Office Suite of Products, particularly Outlook, Word, Excel and Access, will be considered an asset.

POSTING SPECIFICS:

Posting Period:

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on September 17, 2012