



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Application Instructions

Thank you for your interest in the following full-time union position at the United Counties of Stormont, Dundas and Glengarry in the Transportation & Planning Services Department:

SURVEYOR/CONTRACT INSPECTOR

This package contains the following documents:

1. The Advertisement
2. The Job Description
3. The Fillable Application Form

These documents are available on-line at www.sdgcounties.ca

Please note:

- The fillable application form is only compatible with Microsoft Word 2007 or later.
- The application is the only document required.
- Please do not attach a copy of your resume.
- The completed application may be submitted in MS Word or pdf format.
- You must email your application to jobs@sdgcounties.ca before the deadline below.
- Subject line must contain: **Surveyor/Contract Inspector**.

If you are qualified for this position, **please email your completed application to jobs@sdgcounties.ca no later than 12:00 noon on Friday, June 16, 2017.**

*We thank all applicants for their interest, however, only those being selected for an interview will be contacted.
We will accommodate the needs of applicants under the Human Rights Code during the hiring process.*

United Counties of Stormont, Dundas & Glengarry

Attention: Human Resources

Suite 207, 26 Pitt Street

Cornwall, ON K6J 3P2

Tel: 613-932-1515 Ext. 200

Fax: 613-936-2913

www.sdgcounties.ca



EMPLOYMENT OPPORTUNITY

SURVEYOR/CONTRACT INSPECTOR – FULL TIME

The United Counties of Stormont, Dundas & Glengarry is a proud part of the Seaway Valley, with an abundance of historical sites, great events and beautiful attractions. We are an upper-tier municipal government, and are seeking a highly motivated individual to join the Transportation & Planning Services Department. You will join the Survey Division of the department and will be responsible for the following:

Duties include but are not limited to:

- Perform quality assurance inspections on contract work and in-house construction work.
- Liaise with contractors and private quality assurance specialists.
- Operate the Total Station/ GPS equipment and other survey instruments. Perform miscellaneous data collection and maintain survey records and equipment.
- Monitor construction site safety to ensure compliance with the Ontario Traffic Manual and Occupational Health and Safety Act.
- Perform and/or coordinate material testing on concrete and asphalt and collect data and calculate quantities for contract documents.
- Maintain accurate survey field books and site diaries.
- Responsible for the supervising and participating in the activities of Contract Inspector, engaged in the investigation and inspection of a wide variety of contracted maintenance projects to ensure that all operations conform to the methods and standards set out in the contract specifications.
- Complete other duties as directed by the Field Technician.
- Consideration will be given to applicants who possess a Community College Diploma in surveying and inspection or equivalent. Two or more years' experience in surveying, inspection and construction with a working knowledge of electronic data collection equipment such as Total Stations and Global Positioning System and knowledge of CADD programs. Must be able to read and understand construction plans and be familiar with OPS specifications and OPS drawings. Excellent analytical and problem solving skills required. Must have a valid Ontario Drivers License.

Salary: Current Union Rate of \$23.44/hour - Plus Benefits

Schedule: 40 Hours per week

Instructions and mandatory application are available at www.sdgcountries.ca. Candidates must submit their application to jobs@sdgcountries.ca, **no later than 12:00 noon on Friday, June 16, 2017. Please do not submit your resume.**

United Counties of SDG

Attention: Human Resources, Suite 207, 26 Pitt Street

Cornwall, Ontario. K6J 3P2

Email: jobs@sdgcountries.ca

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POSITION DESCRIPTION

UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

Title: Surveyor/Contract Inspector	Reports to: Field Technician
Department: Roads Department	Grid Range: Current Negotiated CUPE Rate
Date Approved: April 2010	Revised:

POSITION PROFILE:

This position requires supervisory inspection work to ensure that contractors adhere to contract specifications set out for designated construction or maintenance projects as well performing pre-engineering surveys and construction layouts and data collection related to the County Road system.

Work involves considerable contact with contractors, developers and materials testing personnel in determining the quality and quantity of work completed. Responsibilities include the preparation of daily and weekly reports, training of new employees and supervision of summer students. Work is checked on a daily basis by a supervisor who views progress reports and problems occurring in the area.

KEY DUTIES/RESPONSIBILITIES/ACTIVITIES:

1. Performs quality assurance inspections on contract work and in-house construction work. Liaises with contractors and private quality assurance specialists in order to achieve desired results.
2. Monitors construction site safety to ensure compliance with the Ontario Traffic Manual and Occupational Health and Safety Act.
3. Performs material testing on concrete and asphalt and collects data and calculates quantities for contract documents.
4. Responsible for the proper operation of Total Station/GPS equipment and other survey instruments. Performs miscellaneous data collection and maintains survey records and equipment.
5. Creates precise pre-engineering surveys to reflect original conditions and performs survey and minor drafting duties for the County Roads Department. Assists with other duties as required.
6. Maintain accurate survey field books and site diaries.
7. Responsible for the supervising, investigation and inspection of a wide variety of contracted maintenance projects to ensure that all operations conform to the methods and standards set out in the contract specifications.
8. Completes traffic counting, data collection and other duties as directed by the Field Technician.
9. Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

WORK RELATIONSHIPS

Reports to Field Technician.

WORK DEMANDS/STRESSES

Operates in an environment with requires accuracy and concentration with changing deadlines.

EDUCATION/EXPERIENCE/APTITUDES

Community College diploma with courses in surveying and inspection or equivalent. Two or more years experience in surveying, inspection and construction with a working knowledge of electronic data collection equipment such as Total Stations and Global Positioning System and knowledge of CADD programs. Must be able to read and understand construction plans and be familiar with OPS specifications and OPS drawings. Excellent analytical and problem solving skills required. Must have a valid Ontario Drivers License.

SALARY RANGE & CLASSIFICATION

Union, permanent full time position at 40 hours per week, current negotiated union rate as per contract. Full Benefits.

Note: *The above statements are intended to describe the general nature and level of the work being performed by the incumbent of this job. They are not intended to be an exhaustive list of the responsibilities and activities required of the position.*



Benjamin De Haan, Director of Transportation & Planning Services



Timothy J. Simpson, CAO