



## UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

### Application Instructions

Thank you for your interest in the following position at the United Counties of Stormont, Dundas and Glengarry in the Transportation Services Department:

#### Surveyor/Contract Inspector (2 positions available)

This package contains the following documents:

1. Job Advertisement
2. Job Description
3. The Fillable Application Form – This form is a separate link in the job posting on our website and please note it is only compatible with Microsoft Word 2007 or later.

#### Please follow the instructions carefully:

1. Your application package **must** include:
  - a. a cover letter (1-page maximum); and
  - b. the completed application form.
2. E-mail your application package to [jobs@sdgcounties.ca](mailto:jobs@sdgcounties.ca) before the deadline indicated below. Please do not attach a copy of your resume.
3. Subject line of the e-mail must contain: **Surveyor/Contract Inspector**

**Applications will be received until 12:00 noon on Friday, February 25, 2022.**

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.*



## Surveyor/Contract Inspector (2 positions available)

The United Counties of Stormont, Dundas and Glengarry's Transportation Services Department has an opening for Full-Time Surveyor/Contract Inspector. **(2 positions available)**

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/OPS 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 Construction Supervisor.
9. Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

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 Driver's Licence.

**In accordance with SDG County's *Vaccination Verification Policy Coronavirus (COVID-19)*, all new hires will be required, as a condition of employment, to provide proof of COVID-19 full vaccination status as defined by the Ontario Ministry of Health.**

**Salary:** \$25.20/hour (Union Rate effective April 1, 2021), with full benefit package and pension  
**Schedule:** 40 hours per week, plus potential overtime

Interested and qualified candidates are invited to visit our website at [www.sdgcounties.ca](http://www.sdgcounties.ca) to obtain the complete instruction package on how to apply. **Applications will be received by e-mail until 12:00 noon on Friday, February 25, 2022.**

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.*

Posted February 9, 2022

## **POSITION DESCRIPTION**

### **UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY**

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

#### **POSITION PROFILE:**

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#### **KEY DUTIES/RESPONSIBILITIES/ACTIVITIES:**

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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**