

Job Class Profile: Technical Services Inspector**Pay Level: CG-34 Point Band: 742-765**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	3	5	4	5	5	1	5	
Points	233	83	19	24	120	108	103	21	54	765

JOB SUMMARY

The Technical Services Inspector provides quality assurance, detailed inspections included in the construction, maintenance and alterations of government owned and leased facilities. Inspections involve such fields as architectural, structural, civil, electrical, mechanical, plumbing and heating. Work is performed to ensure compliance with plans, specifications and applicable codes and safety regulations.

Key and Periodic Activities

- Performs on-site inspections of capital and education projects for conformance of construction details as per the contract documents. Provides quality assurance inspections in either of the above-noted fields.
- Compiles complex technical reports for Project Manager, general contractors and project co-ordinators detailing daily progress, deficiencies and compliance with construction documents.
- Reviews site drawings and specifications during preliminary phases of the project. Assists and advises on the design of projects.
- Attends Project/Safety meetings with Project Manager, general contractors and consultants.
- Performs related administrative work.
- Attends training seminars.
- Advises building operational staff on specific problems and required repairs.
- Prepares estimates for minor alterations and maintenance.
- Reviews monthly progress billing and recommends payment to Project Manager.
- Inspects buildings with unique problems and recommends solutions.
- Completes time sheets and travel claim documentation.

SKILL**Knowledge****General and Specific Knowledge:**

- Technical knowledge of construction practices.
- Applicable Acts and Regulations.
- Knowledge of National Building Codes.
- Knowledge of Occupational Health & Safety Policies.

Formal Education and/or Certification(s)

- Minimum: 3 Year Engineering Technology Diploma or Journeyperson Certificate in applicable trade.

Years of Experience:

- Minimum: 3 - 4 years.

Competencies:

Ability to apply established techniques to perform inspections; co-ordinate related work or project activities; develop solutions to deal with problems; provide advice to contractors on corrective action when deficiencies identified; conduct analysis or assessment; and written/verbal communication skills.

Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions, providing routine and specialized information, and gaining the co-operation of others is required when dealing with contractors regarding inspection activities or with consultant when seeking clarification or obtaining technical information. Also instructs, facilitates meetings, makes formal presentations, deals with upset or angry people and resolves disputes (particularly when dealing with code violations).
- Most significant contacts are contractors (during on-site inspections); Project Manager/Project Co-ordinators (reporting); and Supervisor (reporting and administrative items).

EFFORT**Physical Effort**

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Activities performed occasionally involve working in awkward or cramped positions often with a need for strength and endurance and ability to maintain physical balance. Work also requires the regular use of a ladder to access areas requiring inspection.
- As travel throughout the province is a requirement, driving occurs on a regular basis.
- The use of fine finger/precision work to compile reports is also a regular occurrence.

Concentration

- **Visual** concentration and alertness is regularly exercised when present on construction sites to ensure personal safety and safety of others; and reviewing drawings, specifications and reports.
- **Auditory** concentration is required when participating in discussions and on-site meetings.
- Other sensory demands such as **touch** and **smell** may be used in identifying if equipment is overheated, which potentially could result in a fire; detection of fumes from a gas leak in some equipment; or the detection of mould or other air quality issues.
- **Higher than normal level of attentiveness/alertness** is required on a regular basis when ensuring all safety procedures are in place and being adhered to.
- **Time pressures and deadlines** are regularly experienced when dealing with contractor schedules.
- Using various types of equipment for testing purposes, use of computer and driving requires **eye/hand co-ordination**.

- **Exact results and precision** are required when ensuring work is completed in accordance with applicable standards and codes.

Complexity

- Tasks and activities are typically different but related, allowing the use of similar skills and knowledge. Tasks are also diverse involving a wide variety of responsibilities and situations as they vary depending on the nature of the contract.
- There is a requirement to keep abreast of changes to various codes and regulations.
- Work is generally performed within defined and standard work processes. Challenges/problems/issues can be addressed by following procedures and guidelines, however, some challenges/problems/issues must be defined and practical solutions found. An example of this is improper detailing of required work (disconnects required next to all hot water heaters, however, omitted from drawings).
- Typical challenges encountered range from discrepancies between drawings and equipment to be installed, to changes required due to unforeseen circumstances, such as finding deteriorating walls during renovating projects. These situations require analysis to determine the cause of the problem and steps required to solve problem.
- Reference material available includes construction drawings and specifications; National Codes; OHS Act & Regulations; policies, procedures and guidelines, consultants and other staff.

RESPONSIBILITY

Accountability and Decision-Making

- Can schedule and co-ordinate site visits and activities; decide and inform contractor on code violations; make minor changes to design if change still meets specification and issue a stop work order if life or health safety is affected.
- Policy or process changes; overtime commitments; cost revisions to contract documents; and change orders must be approved by supervisor.
- Acts independently and must exercise discretion and judgement when interpreting directions and applying guidelines to make decisions. For example, during a renovation project, if the measurements for a gable eave were not included, the inspector can recommend a required length to the contractor.

Impact

- Impacts are felt internally within the immediate work area and department as well as externally with clients and general public.
- Resources impacted include facilities and health & safety. Ensuring proper installation and operation of various systems is done in accordance with National Codes and Standards is essential.
- The consequences of a mistake or error can have a significant impact on the above noted people and resources. If a code violation is not identified then it could place clients/patients and the general public's health and safety at risk. Mistakes or errors can affect the quality of the building and could affect the overall construction schedule.
- The risk or consequences of an error is mitigated by review conducted by immediate supervisor

and other on-site staff.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides on-the-job advice/guidance, feedback, and acts as a technical mentor.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment and/or precautions such as personal protective and fall arrest equipment, hard hat, safety vest, glasses, ear protection, and steel toe boots are required. Individuals are trained in first-aid.
- There is moderate likelihood for minor cuts, bruises, abrasions, fractures or minor illnesses, with limited likelihood of injury or occupational illness resulting in disability given that all health and safety regulations are followed.
- Travel is required on a regular basis to conduct inspections.
- During inspections, there is regular exposure to limited lighting and dangerous heights as a result of performing inspections in cramped spaces. Exposure to electrical shocks is also present. Occasionally, there is exposure to unusual/distracting noise, dirt, dust, limited ventilation, odours, wet or slippery surfaces, awkward or confining workspaces, fire, heavy machinery and adverse weather conditions.