

## FIRST NATIONS ENGINEERING SERVICES LTD.

### ***JOB DESCRIPTION: INTERMEDIATE / SENIOR SITE INSPECTOR***

---

**Position Title:** INTERMEDIATE / SENIOR SITE INSPECTOR

---

#### Reporting Relationship:

Reports to and works under the direction and supervision of the Project Engineer during the performance of their duties as it pertains to Field Review Services for a large municipal construction project.

#### General Description:

Completes construction review services by planning, organizing, and controlling projects; completing quality inspections; monitoring contractors and others on a project job site.

#### Responsibilities:

- Ability and knowledge to read plans, specifications, codes, shop drawings, submittals, procedures, reports, memos, status reports, contractor's minimum days, delay days, change order days and all correspondence between the architect, engineer, testing agencies, and the contractor.
- Monitors and reports on the contractor's progress and problems as it relates to the job site.
- Establish and maintain all files, submittals, daily reports, and daily construction reports. All files will be digital, and a laptop shall be provided. Applicant must be capable of using Word, Excel, and AutoCAD 2019 or more recent version
- Check and verify all materials stored on site for payment as well as materials used in site construction against submittals and check and verify the installation of approved materials and equipment.
- Verify contractor is in compliance with codes, regulations, site materials, specifications, plans, commissioning of systems, sketches, actual construction, alterations, repairs, improvements, reports, change orders, and safety.
- Monitoring and approval of work performed on the site by provision conducting inspections at critical phases of detailed written inspection reports, identifying acceptable and efficient work and all necessary follow up.
- Maintains safe, secure, and healthy work environment by following and enforcing standards and procedures, complying with legal regulations.
- Attends site meetings with the contractors on a regular basis and project meetings as required with the client project team.
- Ability to issue written instructions to contractors when work does not comply to the approved drawings and specifications.

#### Required Skills:

- Ability to communicate clearly with project engineer and to advise engineer of any proposed or upcoming deviations from proposed design drawings and specifications.
- Must be capable of completing daily construction reports with sufficient detail using a template format in Excel at the end of the day for review by engineering team.
- Ability to work intelligently and cooperatively with contractors while making sure design standards and design intent are followed during construction

## **FIRST NATIONS ENGINEERING SERVICES LTD.**

### ***JOB DESCRIPTION: INTERMEDIATE / SENIOR SITE INSPECTOR***

---

- Ability to prepare ahead of time for upcoming component installations in a large construction project by reviewing drawings and specifications and discussing proposed sequence of events and trades involved with the construction site supervisor to ensure a complete understanding of what is required and any possible issues that could arise
- Strong oral and written communication skills
- Intermediate AutoCAD knowledge
- Intermediate Microsoft Office Suite knowledge
- Certificates in construction health and safety
- Confined space entry training
- Any additional construction training certificates

#### Requirements for the Position:

Must have a minimum High School Diploma or equivalent and have 5-10 years experience working on a construction job site. Applicants must have a valid Ontario driving license and their own vehicle. Applicants with diplomas or degrees related to civil engineering, or with significant construction experience, will be preferred.

Applicants with the following construction experience will be preferred:

- Infrastructure installation using open trench or shoring techniques
- Foundation / building construction
- Drinking water process equipment construction including HVAC, electrical & PLC control
- Construction of large potable water storage tanks