

EMC Group Limited has been providing professional design and consulting services in engineering, planning, and project management to the private and public sectors since 1981.

We are currently looking to add to our established core of Professional Engineers, Planners and Civil Engineering technicians/technologists.

CONSTRUCTION INSPECTOR

Responsibilities

Reporting to the manager of our contract administration department, your duties will include the following:

- Inspection of municipal infrastructure works;
- Elevation and grade checks to ensure conformance with approved drawings;
- Quantity measurement of works constructed to date, as they relate to the construction documents;
- Review and preparation of construction progress certificates for payments;
- Scheduling and chairing of construction meetings;
- Construction meeting minute preparation;
- Coordination of various sub-consultants and municipal authorities for inspection services;
- Reporting on overall project status to department manager;
- Preparation of as-constructed documentation for record purposes;
- Negotiation with contractors, clients and approval authorities as it relates to site decisions.

Qualifications

The qualified candidate will be a Certified Engineering Technician/Technologist having a minimum of 3 years site inspection experience in urban land and municipal infrastructure projects and possess the following:

- Experience in negotiation and conflict resolution;
- Ability to prioritize multiple responsibilities;
- Ability to prepare concisely written documents;
- Some experience with AutoCAD
- Proficient in Word, Excel & Lotus 1-2-3
- Hold valid G license and has full access to a vehicle

Applications

Qualified candidates are invited to submit their resumes by email to: careers@emcgroup.ca. Please indicate in the subject line: "Application for Employment – Construction Inspector"