

JOB POSTING

POSTING #:	22-36
POSTING TYPE:	External
POSITION:	Construction Compliance Technologist
POSITION TYPE:	Full-time, Term – minimum 6 months or return of incumbent
DEPARTMENT:	Public Works
HOURS OF WORK:	35 hour work week, as per schedule
HOURLY RATE:	\$40.2637 to \$43.9241 per hour, Pay Grade 15 – Schedule “A” Inside Employees

POSITION SUMMARY:

The Construction Compliance Technologist is responsible for the administration and oversight of construction by the private development industry, including developers, consultants and contractors within the City of Cranbrook, to ensure quality construction is achieved through compliance with City bylaw requirement and generally accepted good engineering practice. Development budgets range from \$15 to \$25 million annually.

Review developer submissions for compliance with City of Cranbrook Bylaw 3633, Bylaw 3692, OCP, GMS, MMCD, and applicable functional plans and policies.

Monitor Development construction and inspection, prepare and review inspection and warranty documentation for private developments. Review the inspection procedures and documentation of the Development Consultant (P.Eng. or qualified/ competent person), and enforce compliance to City of Cranbrook standards.

Conduct CCC and FAC inspections in conjunction with the Developer's Consultant and recommend acceptance or remedial work prior to acceptance.

Maintain and operate the Asset Management System as required. Coordinate Asset Management information from and provide reports to, the Finance and Computer Services, Public Works, Leisure Services and Engineering and Development Services departments.

ESSENTIAL QUALIFICATIONS

EDUCATION: A Diploma in Civil Engineering Technology from a recognized institution.

EXPERIENCE: A minimum of three (3) years of experience of field construction inspection in the areas of asphalt, concrete, road works and sewers.
Experience in computer use, including computer models, spread sheets, word processing, and e-mail

LICENSES/ CERTS. / DEGREES: Valid Class Five (5) Driver's Licence

SPECIFIC SKILLS: Proficient in estimating, measuring and recording quantities of materials.
Proficient in daily recording of construction activities in clear and concise manner.
Proficient in survey layout
Must have the ability to read and interpret engineering drawings, tender documents and specifications and conduct field survey layout work.
Proficient in applications of various Modeling software, spreadsheets, word processing, etc.

SPECIAL REQUIREMENTS: Possess working knowledge of City of Cranbrook Contract and Specifications for Municipal Services, MMCD standards, and general municipal engineering construction practices and procedures.
Knowledge of Provincial/Federal regulations and guidelines affecting municipal construction activities.
This Position is privy to sensitive developer and consultant information. Confidentiality is required.

CLOSING DATE: **2022-06-30, 4:00pm (MST)**

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8
E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)**

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.