

Job Posting 25-K02

Junior Civil Site Inspector – Part-Time Contract Muskoka

Overview

Greer Galloway, a division of Jp2g Consultants Inc. is an employee-owned, multi-discipline consulting firm providing a comprehensive range of engineering, environmental, and project management services to the public and private sectors, from offices located throughout Eastern Ontario. Greer Galloway is committed to maintaining client satisfaction, encouraging employee growth, and enhancing the communities we live in.

Our growing organization currently requires a **Junior Civil Site Inspector**. As a member of our professional team, the Junior Site Inspector will be responsible for various aspects of field observation in a construction setting.

We are looking for someone who is diligent, hardworking, and team oriented. The ideal candidate is:

- Seeking an opportunity to work in the civil/municipal engineering field
- Interest in municipal infrastructure
- Highly motivated, hard-working, and dedicated
- Confident and able to work on-site with minimal supervision

Role and Responsibilities

These roles and responsibilities are not intended to be all inclusive. Employees may perform other related duties as required to meet Greer Galloway's ongoing needs.

Technical Skills

- ❖ Work under direct supervision of Senior Site Inspector, Senior Contract Administrator or Designate
- ❖ Complete tasks assigned by Department Manager as required to assist in the completion of projects
- ❖ Undertake the site review of civil construction projects including preparation of Field Observation Reports and site diary entries
- ❖ Observe and review contractor's work for general conformity to contract documents, specification and generally accepted construction practices
- ❖ Complete quantity measurements for preparation of payment certifications
- ❖ Review of contractor's monthly invoicing
- ❖ Complete and document QC verification of construction (i.e. pipe grade checks, road grade checks, etc.)
- ❖ Participation in construction meetings
- ❖ Liaison with local residents affected by construction projects
- ❖ Review status of the project with municipal staff members
- ❖ Maintain red-line construction as-builts in hardcopy
- ❖ Coordinate with subconsultants as required, for specialized services
- ❖ Adhere to QMS Policies and Procedures

Job Information

Job ID: 25-K02

Location: Muskoka, Ontario

Experience (years): 2-5

Status: Contract, part-time

Industry: Engineering

Number of Positions: 1

How to Apply

Send your resume to:

Email: careers@jp2g.com

Subject: 25-K02 – Junior Site Inspector – Part-Time Contract (Muskoka)

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.

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- ❖ Assist in researching new systems, resources, and working practices to increase efficiency, productivity, and overall profitability
- ❖ Maintain familiarity with current techniques, codes, and standards; sustain and improve technical skills
- ❖ Follow required safety standards and guidelines
- ❖ Follow Client required safety standards and guidelines

Teamwork

- ❖ Work with a team of project managers, engineers, technologists, and technicians
- ❖ Attend co-ordination meetings with department/project team
- ❖ Build and maintain positive relationships with colleagues, other consultants, and key stakeholders to ensure projects run smoothly and to resolve concerns promptly and efficiently
- ❖ Share expertise with colleagues and other offices

Workload Management

- ❖ Manage work tasks within assigned time constraints
- ❖ Complete projects independently when required

Minimum Qualifications

- ❖ 2-5 Years of professional experience
- ❖ Valid Driver's license

Qualifications

- ❖ Ability to work independently and in a complex environment, dealing with multiple projects
- ❖ Sound communication skills (oral and written)
- ❖ Strong sense of initiative and ability to prioritize tasks
- ❖ Strong attention to details without losing sight of big picture
- ❖ Demonstrated experience working with other staff members, clients, other consultants and contractors
- ❖ Excellent problem-solving and decision-making skills
- ❖ Registration with Ontario Association of Certified Engineering Technicians and Technologists (OACETT) and an RCJI or RCSI is an asset.
- ❖ Working knowledge of Office 365
- ❖ Reliable vehicle access is required

Employees must be able to perform tasks in the field as described above or as required. This may include the ability to work in a variety of environmental conditions, such as remote or isolated areas, varying field conditions, working alone, and in inclement weather (within safe and reasonable limits).

Greer Galloway is committed to fair and accessible employment practices. We will accommodate people with disabilities during the recruitment and assessment processes, and when people are hired. We will develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.