

EDMONTON

Lot Grading Inspector Job Number: 11562

Does helping others make you feel fulfilled? Are you a hands-on type of person and enjoy providing creative solutions to problems? Check out this career opportunity; you might be the right person for this role.

In this position, you will provide excellent customer service to the residential and commercial property owners as a Lot Grading Inspector through directly meeting and working with them. You will educate them and ensure they follow the City's Surface Drainage Bylaw, Lot Grading procedures and other guidelines that help them manage flooding risk to their properties.

Reporting to the Supervisor of Lot Grading, here are few key functions that you will consistently perform:

- Verify the lot grading work of property owners, landscapers, and grading contractors by conducting site inspection of residential, multi-family, commercial, and industrial developments
- Assess potential impact of landscaping on adjacent properties, evaluate degree of non-conformance, and conditionally approve or recommend proposals to rectify non-conformances
- Stamp and sign original survey documents and residential, multifamily, commercial, and industrial developments, authorizing final lot grade approval.
Investigate and record
- Respond to inquiries verbally and through formal letters utilizing knowledge of engineering principles and the Surface Drainage Bylaw explaining grading concepts, regulations, and reasons of failed inspection
- Check lot grading certificates and lot grading plans for compliance with the Surface Drainage Bylaw and lot-grading guidelines and ensure any special conditions are met
- Propose revisions to policies, procedures, and guidelines to increase efficiency
- Issue and defend Municipal Tags and enforce violations of the Surface Drainage Bylaw
- Maintain the filing and database systems for all applicable lot grading cases and files
- All work is to be performed in accordance with the Drainage Services Environmental Management System (ISO 14001) and Quality Management System (ISO9001)

To visualize what it is like to be on our team, visit [The City of Edmonton Talent Hub](#).

Qualifications:

- Completion of a two (2) year diploma in Civil or in a closely related Engineering Technology program from a recognized institution
- Membership with ASET as a Certified Engineering Technologist (C.E.T.) or eligibility to be recognized as a Certified Engineering Technologist (C.E.T.) with ASET
- Minimum of five (5) years experience in engineering survey, landscaping, civil construction, or other civil-related field
- Good written and oral communication skills and ability to multi-task
- Skills in conflict resolution with the ability to deal effectively with people
- Self motivated, good time management skills, and the ability to make independent decisions
- Physically able to work outdoors in all weather conditions
- Applicants will be required to arrange their own transportation and where appropriate will be reimbursed in accordance with City of Edmonton policy. This may require the applicant to obtain business auto insurance
- Obtaining a clear Police Information Check will be required before starting in the position. The new hire will be required to obtain this check from Edmonton Police Services. A clear Certified Criminal Record Check from a local RCMP detachment will also be accepted. Please note: This process can take up to three weeks
- A Valid Alberta Class 5 Motor Vehicle Operator's License (or operators licensing equivalent recognized by the Operator Licensing and Vehicle Control Regulation, Alta. Reg. 320/2002) and be eligible to hold a City Driving Permit.

Hours of Work: 33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program

Salary Range: 21M, Salary Grade: 027, \$37,153 - \$46,845 (Hourly), \$65,454.30 - \$82,529.18 (Annually).

General:

- Applicants may be tested.
- Successful candidate who do not have CET membership with ASET will be required to attain this within one year from their start date
Civic Service Union 52 members are asked to send a copy of their application to the union office.
- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted.
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals.

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extraprovincial credentials at <http://www.tilma.ca/>.

Recruitment Consultant: IA/AL

Classification Title: Engineering Technologist II

Posting Date: Jan 24, 2013

Closing Date - 11:00 p.m. MST on: Feb 10, 2013

Number of Openings (up to): 1 - Permanent Full-time

Union : CSU 52

Department: Drainage Services (Financial Services and Utilities)

Work Location(s): Century Place, Main Floor, 9803 - 102A Avenue , Edmonton T5J 3A3



Want to apply? Need more details? Visit www.edmonton.ca/careers

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.