



Administrative Report

Office of the Director, Infrastructure & Planning Services

To: Warden MacDonald and Members of Essex County Council

From: Allan Botham, P.Eng.
Director, Infrastructure & Planning Services

Date: Wednesday, May 17, 2023

Subject: Lead Hand Inspector Position

Report #: 2023-0517-IPS-R17-AB

Purpose

The purpose of this report is seek approval for the creation of a Lead Hand Inspector position in the Infrastructure and Planning Services Department.

Background

The Infrastructure & Planning Services Department (IPS) currently has four Inspectors. The roles and responsibilities of the Inspectors include estimating for upcoming road rehabilitation projects, monitoring of construction activities, preparation of payment certificates, surveying, drafting and other miscellaneous field work.

Over the years, the volume of work that is completed by IPS has grown significantly. The number of inspectors employed within the department has also grown. In 2010, then known as the Engineering Department, IPS employed three inspectors and was responsible for the Road Rehabilitation Program, valued at approximately \$5.0 million. Presently, the Road Rehabilitation Program is approximately \$9.0 million, and includes \$2.0 million for CWATS related infrastructure.

In addition to the volume of work, the level of service that IPS provides in contract administration and field inspection, has developed to a higher standard. IPS is continually looking for ways to improve both productivity and efficiency.

Discussion

The objective of the Lead Hand Inspector is to provide an intermediate level of responsibility between the inspector group and management. This request is not to create a new position, but rather to increase responsibilities of one of the existing inspector positions. IPS will still have four inspectors, but one will be designated as Lead Hand.

A Lead Hand will streamline the transfer of information to management and facilitate a higher level of efficiency within the Inspector group. For example, a Lead Hand will manage scheduling of County inspectors, coordination of material testing, resident concerns, quantity revisions, and support to the Manager, Design & Construction.

Further, the introduction of this position would alleviate the pressures that inspectors currently face when trying to balance their work in the office and in the field during the busy construction season, but not detract from the existing job description. The Lead Hand Inspector will maintain much of the basic job duties of the Inspector position, ensuring that the department continues to meet all of the anticipated construction and design related demands.

Without the Lead Hand Inspector position, IPS will continue to successfully deliver our State of Good Repair Program. There will continue to be challenges to productivity and efficiency, both from the Inspector Group and from their Manager.

Financial Implications

The Lead Hand Inspector Role is not intended to be an entirely new position and as such, the financial implications are significantly reduced. By elevating one of existing IPS Inspectors salary, implications are much less. The role would move to a higher band within the existing union structure.

An annual cost impact of \$6,000 has been included in the 2023 budget, which includes salary, OMERS contributions, EHT and WSIB. Other overhead costs are already accounted for through the existing Inspector position.

Consultations

The Human Resources Department was consulted for the preparation of this report.

Recommendation

That Essex County Council receive report 2023-0517-IPS-R17-AB and approve the creation of the Lead Hand Inspector Position to the Infrastructure & Planning Services department.

Approvals

Respectfully Submitted,

Allan Botham

Allan Botham, P.Eng., Director, Infrastructure and Planning Services

Concurred With,

Mary Birch

Mary Birch, BA, CMO, Interim Chief Administrative Officer

Appendix Number	Title
N/A	N/A