

# Inspector – Construction I

**DEPARTMENT:**       Engineering

## **GENERAL STATEMENT OF DUTIES:**

1. Perform any and all departmental tasks as outlined and instructed by City Engineer or other designated supervisors.
2. Read and interpret engineering plans and specifications.
3. Prepare and maintain project records and reports (daily diary, inspection reports, pay items quantities, progress estimates, contractor's construction methods, project schedules and material inspection).
4. Develop record (as-built) drawings.
5. Assist citizens in locating and explaining sanitary and storm sewer issues. Address citizen concerns and complaints; provide the appropriate response based on the collection of facts and research.
6. Provide survey, field measurements and/or verify location of existing utilities.
7. Locate existing underground utilities for contractors.
8. Work with other city departments

## **LICENSURE, CERTIFICATION, OR TRAINING REQUIREMENTS:**

Two (2) years construction experience in public work projects; Associate Degree in Engineering or Surveying preferred.

## **QUALIFICATIONS:**

1. Must demonstrate regular and predictable attendance.
2. Must be able to perform heavy manual labor, which includes reaching, stretching, bending and able to lift 60 lbs.
3. Must have and continually maintain a working telephone (proof will be required and records must be kept up to date).
4. Must be a high school graduate or possess a G.E.D.
5. Must be at least eighteen (18) years of age and be in possession of and continually maintain a valid Ohio Driver's license.
6. Must have the ability to understand and follow oral and written instructions.
7. Must be able to read and interpret construction drawings and specifications.
8. Must be able to use computer GIS software and Microsoft Office (Excel, Word, & Outlook).
9. Must be able to perform complex calculations using geometry and trigonometry.
10. Must be familiar with the rules and regulations of the following public agencies - OSHA, EPA, ODNR, FEMA, ODOT, FHWA, & OMUTCD/MOT.
11. Must be familiar with the material testing standards (AWWA, ANSI, ASTM, ACI)

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Experience with major public works projects (water, sanitary sewer, storm sewer, stormwater BMP's and roadway reconstruction) is required. Skill in reading and interpreting engineering construction drawings is required. Must possess skill in performing complex calculations using geometry and trigonometry. Knowledge of rules and regulations of various public agencies.

**EQUIPMENT OPERATED:**

The following are examples only and are not intended to be all inclusive:

Laptop computer, surveying equipment (GPS unit, level and laser level), utility locator, metal detector and office machines along with commonly utilized engineering tools.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORK CONDITIONS:**

The employee has exposure to construction sites, water and wastewater plants, and hazardous areas (including the wearing of proper PPE). The incumbent will be required to work in all types of inclement weather including cold, heat, wind, rain, and snow. Requires working next to live traffic and/or in confined spaces.

**SCHEDULE OF HOURS:**

Regular Schedule - Monday through Friday 8:00 a.m. to 4:30 p.m.

\*\*May apply to Daylight Savings Time during appropriate season\*\*

\*\*\*May be required to work overtime hours per CBA\*\*\*

\*\*\*May be scheduled to work weekends and holidays as needed.

This position demands off-schedule hours, call-in hours, stand-by-work, and other non-routinely scheduled duties. Incumbents must understand that their flexibility is second to the City's work demands during times of weather or service emergencies.

Qualified candidates should submit a City of Elyria application and updated resume found at <https://www.cityofelyria.org/departments/human-resources/> or via e-mail to [careers@cityofelyria.org](mailto:careers@cityofelyria.org) or by mail or in person to ATTN: HR, 131 Court Street, Suite 104, Elyria, OH 44035.

As an equal opportunity employer, the City of Elyria does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, sexual orientation, gender identification, age, military status, veteran's status, genetic information, disability, ancestry, familial status, or on any other basis that would be in violation of any applicable federal, state, or local law.