

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Engineering

Position: Inspector I

Scheduling: 40 hours

FLSA Status: Non-exempt (Hourly)

Date of Announcement: November 15, 2018

Application Deadline: Until position is filled

Under the supervision of the City's Engineers, the Engineering Inspector I will provide support for engineering projects by conducting survey work for the design of City infrastructure along with inspecting construction projects within the City.

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

Engineering Inspector Duties

- Oversee construction of road, sewer and water projects
- Prepare daily reports
- Inspects for construction erosion control compliance
- Maintain records
- Serve as a construction liaison between City, contractor and public
- Organize and chair meetings
- Evaluate infrastructure conditions
- Perform project research and preliminary design
- Perform minor AutoCAD drafting

Engineering Inspector Duties (Cont.)

- Prepare cost analysis
- Prepare construction schedules
- Assist in the preparation of construction plans and specifications
- Recommends construction pay applications for approval
- Review utility and site plan submittals
- Conduct traffic counts
- Assists with survey field work
- Assists with various data collection
- Collect field data using GPS equipment
- Performs fire hydrant flow testing
- Performs smoke testing of sewer lines
- Performs other essential duties as directed

Minimum Training and Experience Required:

- High School Diploma, or equivalency; prior related work experience; or any equivalent combination of education, training and experience which provides necessary knowledge, skills and abilities.
- Must be able to obtain INDOT technician certifications in concrete pavement, construction earthworks, construction procedures Part 1 & 2, hot mix asphalt paving, and bridge construction and deck repairs within 18 months of employment.

Special Requirements:

- Willingness to be in contact with sewage (City will refund costs for Hepatitis inoculations if employee is not already vaccinated).
- Willingness to work a flexible schedule when field activities warrant it.
- Willingness to obtain education and related job certifications.
- Valid driver's license

Minimum Physical and Mental Abilities:

- Knowledge of modern office procedures and methods.
- Knowledge of modern business communication.
- Skills required in using a personal computer and various software packages.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- Ability to assimilate complex issues and use appropriate communication strategies to influence wide and diverse audiences.

Mathematical Ability:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, calculate area, calculate volume, estimate material tonnages, and accurately measure with tape, wheel and other devices.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational.
- Ability to comprehend a variety of reference books and manuals.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret civil engineering and computer terminology and language.
- Ability to perceive and discriminate colors and shapes.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions and to balance priorities.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively.

Environmental Adaptability:

- Ability to work effectively in an office environment and in the heat and cold.

Rate of Pay:

Starting at \$21.08 - Grade 10 as designated by current salary ordinance.

Work Hours:

Monday - Friday, 7:00 a.m. - 4:00 p.m.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free.