

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Engineering

**Position:** Inspector I

**Scheduling:** 40 hours

**FLSA Status:** Non-exempt (Hourly)

**Date of Announcement:** February 2, 2020

**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 assisting with design development, shop drawing review, and project inspection.

### **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, with focus on Microsoft Office products.
- 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, 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 information.
- 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 \$21.60 - 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](http://www.goshenindiana.org). Click Job Opportunities.

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