



**Department:** Engineering  
**Position:** Inspector I - Engineering  
**Job Category:** PAT (Professional, Administrative, Technological)  
**Status:** Permanent, Full-Time  
**Scheduling:** 40 Hours Weekly  
**FLSA Status:** Covered, Non-Exempt (Hourly)  
**Date of Announcement:** March 28, 2024  
**Application Deadline:** Until position is filled

This position offers a unique opportunity for individuals who are comfortable with office work but prefer spending the majority of their time outdoors. It is an ideal role for someone with strong communication skills, a passion for tackling challenging tasks, and enjoys working with a dedicated team focused on improving the community they work for.

**Essential Duties and Responsibilities:**

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

- Oversee construction of road, sewer, and water projects.
- Prepare daily reports.
- Inspect for construction erosion control compliance.
- Maintain records.
- Serves as a construction liaison between City, contractor and public.
- Organize chair meetings.
- Evaluate infrastructure conditions.
- Perform project research and preliminary design.
- Perform minor AutoCAD drafting.
- Prepare construction schedules.
- Verify Material Quantities
- Assist in the preparation of construction plans and specifications.
- Recommend construction pay applications for approval.
- Review utility and site plan submittals.
- Assist with survey field work.
- Assist with various data collection.
- Collect field data using GPS equipment.
- Perform other essential duties as required.

**Minimum Training and Experience Required:**

- High School Diploma or GED equivalent and moderate experience; or any equivalent combination of education, training and experience which provides the 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.
- Must have a 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 manage and resolve recurring problems.
- Ability to assimilate complex issues and use appropriate communication strategies to influence wide and diverse audiences.
- Ability to exert physical effort in light to moderate work involving routine standing, stooping, kneeling, crouching, reaching, lifting, and pulling.

**Supervisor Responsibilities**

- Not applicable

**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 manage difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations, and the ability to explain, demonstrate and clarify to others.
- Ability to communicate effectively with immediate supervisor, co-workers, other City personnel, and the public verbally and in writing.

**Environmental Adaptability:**

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

**Rate of Pay:**

Minimum – Midpoint Range: \$23.00 - \$27.55 hourly, based on experience.  
Grade 10 as designated by current salary ordinance.

**Work Hours:**

Monday - Friday, 7:00 a.m. – 4:00 p.m. (Hours outside of a normal workday may be required for meetings and special events)

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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