



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: May 15, 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. Click Job Opportunities.

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