

TOWN OF MANCHESTER
POSITION GUIDE

Title: Temporary Construction Inspector - Engineering
Department: Engineering
Reports To: Chief Construction Inspector

NATURE OF WORK

Under general direction, participates in the monitoring and inspection of public works projects during construction, and assists in administrative work relating to such projects.

ESSENTIAL JOB FUNCTIONS

Interprets plans and specifications and inspects construction work in progress for conformance with contract specifications including the installation or reconstruction of roads, storm and sanitary sewers, sidewalks, curbs and water distribution lines.

Tests construction materials and checks measurements, quantities and the placement of materials.

Makes computations of work performed for purposes of payment to contractors.

Makes necessary adjustments in the field to assure contractor compliance with contract documents; exercises independent judgment in overseeing the construction.

Prepares daily progress reports and maintains records necessary to determine acceptability of the project.

Receives, investigates and recommends action on a variety of complaints or requests for service involving public works construction.

Represents the Town in dealing with property owners, business owners, contractors and general public.

Provides information to the public, State, private sector or other Town agencies as required.

Utilizes office computers and other official equipment as needed or required.

OTHER JOB FUNCTIONS

Performs other duties as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of methods, materials and equipment used in the construction industry and maintenance of public works facilities within a municipal environment.

Knowledge of the principles and practices of land surveying and civil engineering.

Knowledge of rules and regulations of the construction industry and an understanding of property rights and municipal liability for violation of such rights.

Ability to read and interpret plans and specifications for construction of public works facilities.

Ability to use computer and appropriate office software.

Temporary Construction Inspector - Engineering (cont.)

Ability to interpret the Town's Public Improvement Specifications, State of Connecticut standard specification documents, permit regulations and Town ordinances.

Ability to perform effective field inspections and to enforce orders firmly and courteously based on the findings of such inspections.

Ability to maintain records and prepare reports and to express oneself clearly and effectively in oral and written form.

Ability to deal courteously with the public and to maintain effective working relationships with Town and State officials, employees and the private sector.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Occasionally push/pull/lift objects weighing less than 20 lbs. Must be mobile and able to perform difficult manipulative tasks. Able to sit and stand for prolonged periods of time and to remain in uncomfortable position for long periods.

Must be able to see objects far away, as in driving; see objects closely as in reading a report; and discriminate colors. Able to hear normal sounds with some background noise and able to distinguish sound as voice patterns. Able to communicate through human speech.

Able to concentrate on fine detail with constant interruption; needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over long periods of time.

Ability to get along with co-workers, supervisors, customers and the public at large.

Exposure to: high and low temperatures including seasonal conditions; grease or oil; dust; loud or unpleasant noises.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school, with mathematics/science background. Four (4) years of experience in general construction, with emphasis on road construction and storm drainage work. An Associates Degree in a related field is desirable and may be substituted for two (2) years of the general experience requirement. Possession of an Engineer-in-Training or NICET III Certification in Transportation/Highway Construction is desirable. Must possess valid State of Connecticut motor vehicle operator's license.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.)

January 2012