

TOWN OF HAMDEN

Inspector/Engineering

Classified/Competitive
Department: Engineering

BU: AFSCME, Local 2863
Salary: Scale D, Range 2

Position Definition: Performs field inspection oversight on a variety of construction projects within existing and where applicable proposed town rights-of way including but not limited to; subdivisions, roadway reconstruction, sidewalks, bridges, and trenches to ensure compliance approved plans and town standards. This position is considered a field position. Performs related duties as assigned.

Supervision Received: Receives general supervision from the Town Engineer and direct supervision from the Assistant Town Engineer and/or the Staff Engineer.

Supervision Exercised: Provides direction to staff on assigned work related to GIS projects.

Examples of Essential Job Duties: Inspects all work performed by Contractors to ensure conformance with the plans and Town Standards. Measures distances, areas, and quantities to verify accuracy of dimensions of installations and layouts. Observes work in progress to ensure that procedures followed and materials used conform to specifications and plans. Inspect and approve contractor work, review invoices and confirm measurements on which they are based and recommend payment of each to the Town Engineer. Receive and investigate all initial inquiries into roadway, driveway, sidewalk, and trench related concerns including; accidents, tree damage, trip hazards, handicap ramps, snow removal, roadway settlement, potholes and repair of each. Maintain and update a town-wide roadway databases. (sidewalk, adding concrete curbing, trenching and possibly others as necessary). Perform regular inspections on trenches within the town rights-of way or future rights-of-way for compliance with Town Standards and notify contractors where a potential risk to the driving public is possible. Inspect all work within a new subdivision that will be transferred to the town including; road construction, curbing, sidewalks, storm drainage piping and structures for compliance with approved plans and town standards. Confirm contractors are properly permitted while working within the town rights-of way and cease work when necessary on any illegal construction activity. Provide regular progress updates for assigned projects. Maintains daily logs of construction and inspection activities and develops progress reports. Assist in the review, development and release of engineering bond estimates. Directs and supports clerical and administrative staff on an as-needed basis. May perform other related duties as required/assigned.

Examples of Incidental Job Duties: Participate in professionally organized meetings and seminars related to work being performed. Take educational courses that will provide more efficient and effective means of performing everyday job functions.

- Continue to develop skills that will provide more efficient and effective means of performing everyday job functions.
- Answer legal depositions in a precise and accurate manner.
- Perform limited field survey work on an as needed basis.
- Assist the public with information concerning engineering and survey records and maps.

Minimum Qualifications Required: High School Diploma or GED and a minimum of four (4) years of construction/engineering experience, or an Associates Degree and a minimum of two (2) years of construction/engineering experience.

Knowledge, Skills and Abilities:

- Knowledge of contract administration methods and techniques; general knowledge of the basic principles and practices of engineering, land surveying and mapping.
- Must have the ability to prepare and present written and oral reports in a clear, concise manner.
- Demonstrated ability to establish and maintain effective working relationships with staff members and to relate positively and effectively with members of the public.
- Ability to use and adjust transit and level to give line and grade. Familiarity with land surveying is preferred.
- Must be able to keep clear and accurate records. Update and maintain active project budgetary record keeping.
- Knowledge of Microsoft Word and Excel is necessary to create reports and update databases.
- Some basic knowledge of GIS software.
- It is imperative in this position to have the ability to communicate and work effectively with contractors, developers and the general public.

License or Certificate: Must have a valid current Connecticut motor vehicle operator's license. A current OSHA 10-hour Construction Safety and Health card is desired.

Physical, Mental Exertion/Environmental Conditions: Must have the ability to work in adverse weather conditions including heat, cold, rain or snow. Must be able to walk on rough terrain to inspect or survey undeveloped properties and sites that are under construction. Road travel is expected. Must be mobile, able to lift objects more than twenty (20) pounds. Must be able to sit or stand for a prolonged period of time. Will be required to stoop, kneel, crouch and crawl. Must be able to work under stress from demanding deadlines and changing priorities. May be required to carry equipment and associated materials weighing 25 pounds regularly. Must be able to hear clearly in order to record telephone information, and to see clearly (correctable to 20/20) to complete applications and forms.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility associated with the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.