

POSITION DESCRIPTION**Town of Needham****Job Family: Public Works Inspector****W-6****3/2017**

The following description outlines the nature and complexity of essential duties performed by employees classified in the Public Works Inspector job title across multiple divisions within the Department of Public Works. The duties contained herein are not intended to be all-inclusive, but rather are a general statement of responsibilities. Listed examples of duties may reflect tasks performed more frequently in one specific DPW division; however, employees classified in the Public Works Inspector job title are expected to assist in other than their primary division and may therefore be requested to perform other tasks as assigned.

Public Works Inspector***Examples of Duties***

Oversee and inspect repair work completed by independent contractors; frequent communications with contractors to resolve issues and ensure compliance with specifications and procedures; issue stop work orders as required; respond to emergencies and assist in the inspection and repair of damage; and make related reports to supervisor.

Assist in supervision of maintenance, repair and construction projects; review plans, perform drafting and prepare as-built sketches; assist outside contractors engaged in construction and repair activities; and inspect work and coordinate staff activities with contractors to ensure efficient operations. Communicate and interact with residents, contractors, and department heads with regard to projects; lay out work in accordance with plans and specifications such that appropriate limits and scope of work to be performed are understood by both employees and contractors. Maintain computerized database logs of projects and their status.

Perform skilled labor in support of DPW operations, including use of heavy motorized and hydraulic equipment; dig and backfill trenches; repair roads and culverts; resurface roads and sidewalks; assist in installing, repairing and maintaining sewer pipes, water mains, services and hydrants; assist in seasonal responsibilities including mowing, leaf and rubbish collection, tree planting and pruning; inspect and read water meters; and investigate low pressure complaints.

Operate snow plowing, removal, sanding and salting equipment; maintain and repair motorized equipment; and provide emergency assistance as required.

Respond to routine inquiries, requests and complaints from residents, contractors, and other Town departments; provide assistance to other DPW divisions and Town Departments as needed; prepare routine records and reports; make recommendations regarding future repair and maintenance projects and the means and methods of improving services to taxpayers; ensure that work areas are maintained in clean, safe and operable condition and that applicable safety and health rules and regulations are followed.

Perform other related duties as assigned.

Required Licenses

Valid Drivers License; CDL; Class 2C or 2B Hoisting Engineers license, position may require drinking water supply license, appropriate endorsements and computer skills.

Required Experience

Position requires three to five years of relevant experience in a public works environment.

Required Knowledge/Skills

Position requires general knowledge equivalent to completion of four years of high school and additional,

specialized courses.

Physical and Environmental Standards

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.