



Job Title	Public Works Inspector
Department	Department of Public Works
Employment Status	Full-time
FLSA Status	Non-exempt

Scope of Work

This position provides crucial oversight and inspection of work completed by independent contractors for projects across Town. Performing skilled labor in support of DPW operations, the Public Works Inspector assists in supervision of maintenance, repair, and construction projects, reviews plans, performs drafting, prepares as-built sketches, and provides related project reports to their supervisor.

Received	Assistant Superintendent, Water, Sewer, Drains
Exercised	Provides supervisory support to contractors

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Oversee and inspect repair work completed by independent contractors
- Assist in supervision of maintenance, repair and construction projects; review plans, perform drafting and prepare as-built sketches
- 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 maintain project status reports, as required
- 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 regarding projects
- Serve as additional crew member when needed, performing skilled labor in support of DPW operations including use of heavy motorized and hydraulic equipment
- Operate snow plowing, removal, sanding and salting equipment as part of the Mandatory Snow and Ice Operations; 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
- Ensure that work areas are maintained in clean, safe, and operable condition and that applicable safety and health rules and regulations are followed

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Four (4) to six (6) years of experience
- Extensive technical or specialized training such as that which would be acquired by an Associates Degree or two years of technical or business school

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Inspection processes, procedures, and applicable laws/policies
Ability to	• Respond in a timely manner to inquiries and ensure oversight and inspection on Town projects. • Assist outside contractors in construction and repair activities. • Operate heavy motorized and hydraulic equipment on DPW operations and as part of the snow/ice operations.
Skill in	• Computer applications and communications. • Communication with other Town departments, employees, contractors, and vendors.

Necessary Special Requirements

Required Credential:

- Possession of valid driver's license
- Commercial Driver's License (CDL), Class A or B

Preferred Credential or ability to obtain:

- Drinking water supply license and appropriate endorsements
- 2B Hoisting Engineers license
- OSHA 10 Hour Construction Safety Training is required by the end of the first year of employment.

Physical Demands

- Duties require frequent and extended periods of time performing outside work, subject to all weather conditions and extremes.
- Continuous walking, standing, climbing and frequent periods of time requiring sustained uncomfortable physical positions on even and uneven surfaces.

- Regular and sustained periods of time in strenuous physical exertion, requiring the ability to lift, carry and position heavy objects such as cement bags or manhole covers up to and including 100 pounds, utilizing proper body mechanics and techniques.
- Operation of equipment which causes loud noise levels and high vibrations.
- Exercise of caution when operating heavy equipment or handling chemicals or other toxic materials.
- Frequently travels by automobile within Town and responds to calls and emergencies when necessary.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer