

Position Description

Engineering Inspector

Classification Identification: Exempt/Mid-Management

Pay Range: \$62,500 - \$72,500

General Purpose

Under the direction of the Director of Public Works, performs professional level work in coordinating and inspecting the Village's engineering activities in both private and public works projects to ensure compliance with approved plans and specifications. Work is reviewed through conferences and written reports for results obtained.

Essential Duties and Responsibilities

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

- Reviews civil engineering plans for compliance with codes, specifications, and standards; reviews cost estimates and prepares construction permits for projects.
- Inspects installation of water/wastewater infrastructure, grading, traffic control, erosion, sediment control, paving, and drainage throughout all phases of construction; locates all existing utilities as per project, i.e., water, wastewater, drainage lines.
- Manages contracts relating to minor roadway repair and maintenance
- Coordinates utility shutdowns and tie-ins; checks materials and performs standard field testing, i.e., compaction/testing, hydrostatic pressure testing; performs basic, surveying tasks for inspection purposes.
- Documents daily work progress and prepares inspections reports; maintains records of equipment, personnel, and material quantities installed for payment in accordance with various contractual requirements; reviews payment requests.
- Reviews all materials in bond release, i.e., grant of easements, bill of sales for system, as-built, letters of acceptance from other governmental agencies.
- Assigns/reviews tree surveys, landscape and site plans for tree removal permitting, and coordinates with contractors for removal, relocation, and barricading trees, inspecting sites for compliance with approved plans.
- Confers with and advises the general public concerning minor problems associated with construction projects.
- Investigates public complaints relating to municipal infrastructure issues.

- Coordinates with county and state agencies' engineers on new road construction; prepares plans for relocation of existing water and wastewater utilities in the right-of-way, and orders manages construction of relocation projects.
- Confers with Village supervisors from lift stations, water/wastewater distribution and collection, water and wastewater treatment plants, roads, and storm drainage for the purpose of analyzing and discussing issues and resolution to the various problems of each division.
- Inspects construction prior to the issuance of Certificate of occupancy.
- Performs emergency response duties as necessary
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Knowledge of the materials, methods, and practices necessary for the construction, operation, maintenance and repair of municipal utilities systems, streets and highways, and storm drainage systems.
- Knowledge of the principles and practices of civil and sanitary engineering as applied to the planning, location, construction, maintenance, and repair of major water and wastewater treatment facilities, streets and highways, and storm drainage systems.

Desired Minimum Qualification

- Associate degree in Engineering Technology, or closely related field; supplemented by minimum three (3) years engineering experience of a progressively responsible nature or an equivalent combination of education, training, and experience.
- Must have a valid Asphalt Paving certification
- Must have a valid Earthwork certification
- Must have a valid Maintenance of Traffic (MOT) certification
- Storm Water Pollution Prevention Plan Certification, preferred
- Concrete Level 1 Certification, preferred
- Project Management Professional Certification, preferred
- Village Manager at his discretion may choose to mitigate education requirements with experience.
- Knowledge of mathematical engineering applications, land surveying methods, and general Village operations for application to both private and public works projects.
- Skilled in oral and written communications for effective expression of concepts and clarity in information dissemination and task assignment.
- Ability to read and interpret plans and specifications applicable to municipal utility system and public works construction.

- Ability to adapt approved engineering methods and standards to the design, construction, and inspection of a variety of public works projects.
 - Ability to make detailed technical inspections and enforce regulations firmly, tactfully, and objectively.
 - Ability to establish and maintain effective working relationships with employees, contractors, developers, officials, and general public.
 - Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.
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- Physical Requirements: Tasks involve some walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20 – 50 pounds).
 - Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
 - Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.
 - Language Ability: Requires the ability to read a variety of technical materials relevant to engineering and municipality regulatory practices that range from moderate to complex levels. Requires the ability to read various discipline languages, i.e., engineering, mechanical, electrical.
 - Intelligence: Requires the ability to analyze and interpret complex problems, and draw valid scientific conclusions. Requires the ability to utilize principles of rational and influence systems and principles of conceptual thinking.
 - Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control. Must communicate in professional engineering terminology as needed.
 - Numerical Aptitude: Requires the ability to add subtract, multiply and divide; interpret graphs; calculate decimals and percentages; utilize algebraic principles and descriptive statistics; utilize principles of trigonometry.
 - Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.
 - Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.
 - Manual Dexterity: Must have minimal levels of eye/hand/foot/ coordination.
 - Color Discrimination: Requires the ability to differentiate between colors or shades of color.
 - Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

- Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear.).
- Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

EQUAL OPPORTUNITY EMPLOYER

North Bay Village, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), North Bay Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Created 11/1/2021