

JOB DESCRIPTION

Public Works Inspector

Required Licenses or Certifications:

Possession of a valid Driver's License.

Required Knowledge of:

- Public works construction techniques and methods.
- Public inspection standards, methods, procedures and equipment.
- Town engineering standards.
- Civil engineering plans and specifications.
- OSHA rules and regulations.
- Permitting process.
- GIS technology.
- Project management.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, engineers, contractors and the general public.
- Conduct effective inspections of roads and bridges.
- Prepare various reports.
- Operate motorized heavy equipment and vehicles.
- Use various hand tools.
- Read and interpret plans and specifications.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks and demands.
- Operate a personal computer utilizing a variety of diagnostic software.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. May be exposed to extreme weather conditions. May be exposed to moving vehicles and equipment. Ability to work in or around trenches and/or manholes. May be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Comp & Class	5/29/12			20	Non-Exempt	
Merit System /Evaluation		7/18/2014		24	Non-Exempt	

APPROVED: HR/GS

DATE: 7/18/2014