



The Town of Wethersfield Announces the Following Position

SEASONAL CONSTRUCTION INSPECTOR

Reports to:	Senior Project Manager	Status:	Part Time – 29.5 hrs/wk
Salary Range:	\$35.00/hour		
Pay Grade:	N/A	Schedule:	Seasonal (March-November) Mon-Thur 8:00 am - 3:00 pm Fri 8:00 am - 2:30 pm
FLSA:	Non-Exempt	Union/Non Union:	Non Union
Closing Date:	Friday, July 15, 2022 at 4:30 pm	Date Posted:	Tuesday, June 21, 2022

Benefits include: N/A

Summary:

Under general supervision of the Town Engineer or designee, performs technical and administrative tasks, selects and applies standard civil engineering techniques, procedures and criteria to a variety of municipal construction projects; serves as principal field inspector for construction activities and performs related engineering work. **This part-time, seasonal position is intended to be filled for the duration of the construction season each year at the discretion of the Town Engineer, which typically runs from March through November.**

Examples of Duties:

Participates in the administration and inspection of a variety of municipal, utility and private development projects, and other permitted work within the public right-of-way. Assists with management of the Town's sidewalk contractor and with administration of the annual Sidewalk Program, which includes installation, repair and replacement of sidewalks and sidewalk ramps. Enforces Town sidewalk ordinances and performs public sidewalk inspections, issues violation notices and coordinates with abutting private property owners and their contractors to have repairs completed in a timely manner. Inspects other construction projects such as annual Town programs that include road repairs and paving, crack sealing and pavement markings.

Consults with engineers, developers, contractors and others, reviews plans, estimates quantities, and provides information to the public relative to construction. Ensures construction work is performed in conformity with approved plans, details, material specifications and local and industry standards, including work completed by utility companies and private developers, and performs associated construction administration tasks. Assists Wetlands Agent with enforcing Inland Wetland and Conservation Commission regulations to ensure work is performed in conformity with approved plans and investigates violations.

Performs typical engineering tasks and mathematical computations to perform quantity take-offs for municipal projects such as road and sidewalk construction/reconstruction, and improvements to drainage systems, parking lots, parks, recreational fields, trails and other public facilities. Assists with providing technical information and general assistance to the Town Engineer and Town boards, commissions and departments, and with development of technical specifications, details and construction cost estimates.

Assists with investigating and responding to citizen concerns regarding drainage, road and sidewalk conditions, and other issues, and monitoring Call-Before-You-Dig tickets and permits for work in the public right-of-way. Assists contractors with applying for licenses and permits to work in the public right-of-way. May periodically assist on a survey crew and be required to work outside of normal working hours.

Minimum Qualifications:

- The qualifications required would generally be acquired with two (2) years of progressively responsible experience in the construction industry; OR an equivalent combination of suitable education, experience and training if deemed appropriate by the Town Manager or his/her designee.

- Possession of a State of Connecticut Motor Vehicle Operator's License.
- Possession of a National Institute for Certification in Engineering Technologies (NICET) certification and familiarity with Connecticut Department of Transportation standards specifications, details, construction methods and testing requirements is desirable.
- Experience with administration of sidewalk and road construction, paving operations, and other infrastructure improvements within the public right-of-way, and with using Microsoft Office, AutoCAD, ESRI ArcMap GIS, Bluebeam and/or other engineering software is desirable.

To Apply for This Position:

Completed Employment Applications must be received by Human Resources no later than 4:30 p.m. on Friday, July 15, 2022. Mailing address: 505 Silas Deane Highway, Wethersfield, Connecticut 06109, or email HR@wethersfieldct.gov.

An Employment Application is available on the Job Opportunities page of the Town website www.wethersfieldct.gov.

Additional information may be found on the job description also posted on the Town website.

Successful candidate must pass a physical, drug test, and background check prior to employment.

The Town of Wethersfield is an Equal Opportunity/Affirmative Action employer.

CONSTRUCTION INSPECTOR (SEASONAL)

POSITION SUMMARY

Under general supervision of the Town Engineer or designee, performs technical and administrative tasks, selects and applies standard civil engineering techniques, procedures and criteria to a variety of municipal construction projects; serves as principal field inspector for construction activities and performs related engineering work. This part-time, seasonal position is intended to be filled for the duration of the construction season each year at the discretion of the Town Engineer, which typically will be required from March through November.

ESSENTIAL FUNCTIONS OF WORK

Participates in the administration and inspection of a variety of municipal, utility and private development projects, and other permitted work within the public right-of-way.

Assists with management of the Town's sidewalk contractor and with administration of the annual Sidewalk Program, which includes installation, repair and replacement of sidewalks and sidewalk ramps.

Enforces Town sidewalk ordinances and performs public sidewalk inspections, issues violation notices and coordinates with abutting private property owners and their contractors to have repairs completed in a timely manner.

Inspects annual Town programs that include road repairs and paving, crack sealing and pavement markings.

Monitors construction projects to ensure conformity with approved plans, details, material specifications and local and industry standards, including work completed by utility companies and private developers, and performs associated construction administration tasks.

Consults with engineers, developers, contractors and others, reviews plans, details and specifications, estimates quantities, and provides information to the public relative to construction.

Performs typical engineering tasks and mathematical computations to perform quantity take-off and cost estimates for municipal projects such as road and sidewalk construction/reconstruction, and improvements to drainage systems, parking lots, parks, recreational fields, trails and other public facilities. Uses calculators and computers, and performs both office and field work as directed by the Town Engineer or designee.

Plans and organizes daily work routine according to priority, schedule and standard Town procedures, and prepares construction reports and inspection logs for Town records.

Assists with enforcing Inland Wetland and Conservation Commission regulations to ensure work is performed in conformity with approved plans and investigates violations.

Assists with investigating and responding to citizen concerns regarding drainage, road and sidewalk conditions, and other issues, and monitoring Call-Before-You-Dig tickets and permits for work in the public right-of-way.

Assists with providing technical information and general assistance to the Town Engineer and Town boards, commissions and departments.

Assists with development of technical specifications, details and construction cost estimates, and related tasks for municipal projects.

Assists contractors or others in applying for licenses and permits to work in the public right-of-way.

Uses standard Microsoft Office software and may use AutoCAD, ESRI ArcMap GIS, Bluebeam and other engineering software.

May periodically assist on a survey crew.

May periodically be required to work outside of normal working hours.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of standard principles and practices, maintenance methods, materials and equipment utilized in construction of municipal, utility and private development projects.

Familiarity with Connecticut Department of Transportation standards specifications, details, construction methods and testing requirements.

Ability to communicate and deal effectively and professionally with contractors, engineers, citizens and others, and to inspect and administer construction activities with a limited amount of direct supervision.

Ability to use a desktop computer, laptop, smartphone, printer, copier and other equipment typically found in an office environment.

Ability to prepare, interpret and utilize engineering plans and specifications.

Ability to prioritize and perform well under the pressure of completing tasks while still assisting and being responsive to the public.

Ability to communicate effectively with Town staff, Town officials, contractors and the public.

Ability to lift medium weights.

Ability to occasionally work in poor weather conditions.

Understanding of municipal codes and ordinances.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; This list is not all-inclusive and may be supplemented as necessary).

Ability to get from one location in the office or work site(s) to other locations both inside and outside of the office. Ability to sit and/or stand for long periods of time.

Ability to reach and bend, and push/pull or lift objects less than twenty pounds.

Mobility to inspect construction sites, which may include climbing, walking on/over wetland areas and/or rough terrain and crawling.

Ability to see and read objects closely such as reviewing plans, and reading narratives and financial reports. Ability to read from a computer monitor. Ability to see objects far away when driving. Ability to discriminate between colors.

Ability to hear normal sounds with background noise as when using a telephone. Ability to distinguish verbal communication and communicate through speech.

Ability to communicate effectively in oral and written form.

Ability to maintain files, records, spreadsheets and databases, and to make mathematical calculations using a calculator and software applications.

Ability to concentrate on complicated detail and complex issues with interruption, pressure and changing priorities for more than three hours at a time.

Ability to memorize, prioritize and perform multiple and diverse task over long periods of time and the ability to remember information that has been read, studied or previously learned.

Ability to use knowledge and reasoning to solve complex problems.

Ability to utilize and apply knowledge of engineering theories, practices and principles and relate the concepts behind specific ideas.

Ability to learn and apply new information, technology and legislation applicable to department activities.

Ability to distinguish between public and confidential information, and to handle it appropriately.

Ability to work in a typical office setting subject to interruptions, high traffic flow and heavy work volume expectations, and to perform field work, which includes exposure to fluctuations in temperature and seasonal weather including wetness and humidity.

May be exposed to dust and elector-magnetic radiation as in CRTs.

REQUIRED QUALIFICATIONS

The qualifications required would generally be acquired with two (2) years of progressively responsible experience in the construction industry; OR an equivalent combination of suitable education, experience and training if deemed appropriate by the Town Manager or his/her designee.

Possession of a State of Connecticut Motor Vehicle Operator's License.

Possession of a National Institute for Certification in Engineering Technologies (NICET) certification is desirable.

Experience with administration of sidewalk and road construction, paving operations, and other infrastructure improvements within the public right-of-way, and with using Microsoft Office, AutoCAD, ESRI ArcMap GIS, Bluebeam and/or other engineering software is desirable.

The above job description is illustrative and not a complete itemization of all facets of any job.