



## JOB DESCRIPTION

<b>Department</b>	Department of Public Works
<b>Location</b>	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
<b>Job Title</b>	DPW Construction Inspector
<b>Classification</b>	Hourly/Non-exempt
<b>Pay Range</b>	\$26.54/hr. – \$33.17/hr. (5F01)

### Job Summary

The Construction Inspector is a full-time, non-exempt, technical position which reports to the Construction Management Supervisor. The primary responsibility of this position is to provide inspection services on various construction projects throughout the Village. Inspection services include but are not limited to the following; monitoring construction activities performed by contractors, documenting quantities, verification of layout and staking, ensuring contract documents are followed, construction specifications and standards are followed and quality assurance is present in the construction of municipal projects. The typical schedule is Monday – Friday from 7:00 a.m. to 3:30 p.m., but may fluctuate during the construction season with weekend, evening and holiday hours required.

### Job Duties

- Provides construction inspection of public infrastructure including, but not limited to, the construction of sanitary sewers, water mains, storm sewers, and roadways.
- Monitors and inspects the construction of subdivisions and other developments for compliance with plans, permits, specifications, development agreements, and site operational approval conditions.
- Monitors contractor field activities for compliance with project specifications, permitting requirements, and project contracts.
- Interacts and communicates with contractors and developers regarding construction activities, project schedules, work deficiencies, construction issues, punch-lists, and resident or business needs, complaints, or concerns.
- Monitors and inspects construction and utility work associated with Village issued right-of-way permits.
- Verifies and provides mapping and drawings for all necessary construction staking and layouts, and supplies necessary information to DPW crews on various contracted projects throughout the Village.
- Utilizes Trimble Geospatial and asset management software and computer systems to program, set up functions, enter data, or process information.
- Develops estimates, maintains records and prepares reports on work completed.
- Accurately reads and understands blueprints and specifications.
- Effectively communicates, resolves issues, and establishes positive working relationships with Village officials, employees, and the general public.
- Interprets and accurately follows operating instructions as given by supervisor, operating manuals, and OSHA and EPA regulations.
- Adheres to all Village policies and procedures, codes and ordinances.
- Performs other duties and special assignments as directed within the scope of the Public Works Department.

### Physical Requirements

- Requires frequent public interaction and the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent movement about the Village of Pleasant Prairie boundary, worksites, and office spaces that will require regular standing, walking, and/ or sitting.
- Occasionally requires pushing, pulling, stooping, crouching, kneeling, climbing, lifting, and/or carrying a range of weight up to 90 pounds.
- Frequently works in an outdoor environment, in hazardous conditions, or in enclosed spaces for extended periods of time with potential exposure to noxious odors and smells, poor ventilation, wet or muddy areas, wind, precipitation, and high and low temperatures.
- Frequent operation and/or close proximity to machinery and moving equipment or in an environment where the noise level is normally moderately loud.
- Frequent operation of an engineer's scale, measuring tape, calculator, equipment for testing concrete slump & air, computer, phone, copier, and other office equipment.
- Must be capable of performing essential job functions at a safe level with reasonable accommodations.

**Requirements - educational, certifications and experience**

- An Associate's Degree in Civil Engineering, Engineering Technology, Construction Management, or closely related field. Bachelor's Degree preferred.
- 2+ years of work experience in inspections, surveying, construction layout or municipal engineering is preferred.
- Possesses a working knowledge of soils, drainage, road base stabilization, and common construction practices related to municipal construction.
- Possess strong communication, interpersonal, organizational, and customer service skills.
- Proficient with Microsoft Office applications.
- Familiarity with Trimble Geospatial (i.e. Survey Controller) and asset management software preferred.
- Familiarity with the State of Wisconsin Standard Specifications for Highway and Structure Construction, and Sewer and Water Construction, current editions, preferred.
- Ability to complete and maintain certification for First Aid – CPR training within six (6) months of employment.
- Ability to complete 40-hour HAZWOPER certification within six (6) months.
- Ability to complete Confined Space Certification within twelve (12) months.
- Ability to complete Competent Person Certification for Excavation within twelve (12) months)

I have read and understand the job duties and physical requirements of this position.

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Signature

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Date

Village of Pleasant Prairie is an Equal Opportunity Employer.