



NOTICE OF VACANCY

TITLE: Construction Inspector, Engineering Department
POSITION STATUS: Full time, non –union position with benefits
SALARY: Up to \$60,000.00 commensurate with experience

JOB SUMMARY:

The Construction Inspector is a management position working under the direction of the City Engineer or his/her designee to represent the City in regard to ensuring compliance with engineered drawings and specifications, road opening permits and utility connections; as well as Planning Board and Conservation Commission requirements, on various public construction and private development, or re-development projects throughout the City.

The Construction Inspector shall monitor all phases of roadway (paving, sidewalks) improvement, utility connections/extensions and site development projects, whether in the City's Right of Way or property, or on private development projects.

The Construction Inspector shall monitor (site inspect) the quality of work, materials used and compliance with permit requirements and communicate any concerns regarding non-compliance with City staff, contractors or developers; by establishing a clear line of communication that is agreed to by all parties and advise accordingly. Work with, oversee, and coordinate with other construction inspection professionals retained by the City for similar work. Record progress and delays on site including weather conditions. Take photographic recordings of works and daily notes. Attend site meetings if requested. Checking that standards, building regulations, health and safety and legal requirements are met.

Minimum Requirements

1. High school diploma with valid driver's license
2. 6+ years of directly related experience level
3. Ability to read and interpret architectural and engineering drawings, specifications, codes, permit conditions and other material pertinent to construction. Proficient with Micro-Soft software and i-pad arcview.gis applications in the field.
4. Must have great written and oral communication skills and ability to establish and maintain professional working relationships.
5. Knowledge of construction materials means and methods.
6. Must be a self-starter and able to drive project task forward with minimal supervision
7. Must possess strong organizational and leadership skills and work well in a team environment
8. Knowledge of Department of Environmental Protection Standard Operating Procedures (SOP's)
9. Responsive to changing demands

Preferred Qualifications

1. Bachelor's degree in Civil engineering or other related field, Registered Professional Engineer
2. 8+ years of directly related experience with municipal infrastructure construction.

SUPERVISION RECEIVED:

Works under the general direction of the City Engineer or his/her designee, who provide policy guidance, priorities, and general project schedules. Work is evaluated through regular meetings and inspections of projects and in terms of compliance with specifications and permit requirements. Exercises judgment in determining compliance with project specifications and permit requirements.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to stand, walk, handle or feel objects, tools or controls, reach with the hands and arms, climb or balance, stoop, kneel, crouch or crawl and talk and hear. The employee must occasionally lift and/or move up to 50 pounds and frequently lift/move up to 25 pounds. Specific vision abilities required by this job include peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Employee is outside frequently, in all types of weather. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, depending upon the location.

EQUAL OPPORTUNITY EMPLOYER:

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Qualified individuals are encouraged to apply with resume and cover letter to jobs@salem.com. Position open until a qualified candidate is selected.

CITY OF SALEM

Human Resources, 98 Washington Street, 3rd floor
Salem, Massachusetts 01970

Lisa B. Cammarata, Director of Human Resources

DATE: July 21, 2020