



TOWN OF MONUMENT JOB DESCRIPTION

Job Title:	Civil Engineering Inspector
Department:	Development Services
Reports to:	Director of Development Services
Supervises:	None
Status:	Non-Exempt

Purpose:

The Engineering Assistant is responsible for performing multiple tasks related to land development. These include: plan review, inspection of public and private improvements to ensure compliance with approved construction drawings, monthly and event based stormwater inspections on all active construction sites, processing of development permits, preparation of field reports, and providing recommendations for non-compliant projects. Work involves application of knowledge related to construction techniques and methodologies.

Duties:

Performs field inspection of site development and infrastructure for private developments, including commercial, industrial, and residential projects.
Provides field inspection and project construction management assistance for public construction projects, and for public improvements constructed by private developers.
Creates and maintains site development permitting and inspection procedures.
Reviews and processes permit applications for site development, new home construction, existing home alterations, commercial alterations, landscaping of single-family homes, commercial signs, residential fences, existing Town Right-of-Way construction, and individual single-family lot grading.
Assists in the review of engineering drawings (construction documents) for site development.
Reviews existing technical standards and makes recommendations for improvements.
Assists Director with various engineering-related tasks, including design and contract administration for Public Works projects.

Develops and manages the Town's stormwater and erosion control compliance program, mandated by the Federal Clean Water Act (NPDES).

Prepares Town Code updates relating to engineering issues.

Assists Code Enforcement Officer with landscape, erosion control, grading, and other violations.

Responds to inquiries from contractors, developers, engineers, and residents on a variety of land development issues.

Develops and maintains Town's Geographic Information System mapping program and database.

Performs related duties as required.

Qualifications:

High school diploma or GED is required.

Ten years experience in field work involving civil engineering, geotechnical services, infrastructure inspection and/or project management.

Knowledge of current civil engineering construction methods, material practices, specifications and equipment.

Ability to analyze changes in field conditions and provide proper recommendations when needed.

Ability to communicate effectively verbally and in writing.

Must be detail oriented with knowledge of construction drawings review.

Experience with review and processing of numerous types of land development permits.

Ability to utilize laser level, engineer scale, survey equipment, and grade stakes.

Ability to prepare comprehensive project status reports; ability to carry out assigned projects to their completion; ability to establish and maintain effective working relationships with employees, town officials, developers, contractors, and the general public.

Requires use of personal computer, including Microsoft Word and Excel, and Arc Reader; calculator, telephone, copy and fax machine.

Extensive motor vehicle and criminal background checks required.

Physical Demands:

FREQUENT walking, standing, sitting, fine-finger dexterity to manipulate computer and field equipment. *OCCASIONAL* bending and stooping, squatting, pushing/pulling, twisting at waist, upward and downward flexion of neck, side-to-side turning of neck; grasp and grip to lift and carry equipment; hand and arm strength and foot dexterity to scale ladders, operate automobile or light pickup. *INFREQUENT* crawling, climbing, reaching at and above shoulder height, kneeling, balancing above ground; lifting objects weighing 11-50 lbs. from chest level to above shoulders, with or without assistance.

Work Environment:

FREQUENT exposure to extreme heat and humidity working outdoors, exposure to extreme noise in construction environment. *OCCASIONAL* exposure to fumes and odors from equipment, dust from construction activities, exposure to mechanical hazards in operating vehicles and around active construction equipment.