

PUBLIC WORKS INSPECTOR I

Recruitment #1501-2576DC-001

List Type Original
Requesting Department DPW-INFRASTRUCTURE-CONSTRUCT
Open Date 1/15/2015 11:59:00 PM
Filing Deadline 2/6/2015 11:59:00 PM
HR Analyst Jeff Harvey

INTRODUCTION

NOTE: This is a SEASONAL position (*May through November*). Inspectors are then recalled the following May.

PURPOSE

To inspect construction work conducted by private contractors and utilities for the City of Milwaukee to ensure compliance with plans and specifications.

ESSENTIAL FUNCTIONS

- Inspect the construction of sewer, water, paving, and asphalt resurfacing projects to ensure compliance with plans and specifications.
- Determine that all materials and workmanship meet established standards.
- Ensure that line and grade points comply with markings on the engineers' stakes.
- Prepare accurate daily records, including making sketches of work in progress or completed work and technical project changes.
- Interpret plans.
- Act as the City's representative at the construction site.
- Provide information to and field questions from contractors, City staff, and the public regarding the status of projects; receive complaints, and recommend solutions or escalate to a higher level for resolution.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Two years of technical experience in an engineering or technical field such as construction lead worker, construction inspection, surveying, or other closely related field performing duties related to the essential functions above,
OR
12 working months as a City of Milwaukee Infrastructure Repair Crew Leader, Engineering Technician II or higher level position performing duties related to the essential functions above,
OR
Two years of postsecondary education in an accredited engineering or related technical program.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online

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application. Applications without transcripts attached will be considered incomplete and will be rejected.

NOTE: Equivalent combinations of education and experience may also be considered.

2. Valid Wisconsin driver's license and the use of a properly insured personal automobile (*car allowance provided*) at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Coursework in Civil Engineering Technology.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of construction methods and techniques.
- Skill in talking and interacting with a variety of different people including supervisors, contractors, laborers, and citizens.
- Skill in preparing written daily status reports and technical project changes.
- Ability to use proper tools to measure, estimate and verify construction project specifications.
- Ability to read and interpret construction plans.
- Ability to interact with the public using diplomacy and tact.
- Ability to act as primary on-site coordinator for construction projects.
- Ability to write legibly and sketch basic drawings.
- Ability to work outdoors in inclement weather.
- Ability to work in confined spaces and in trenches.
- Ability to remain standing for long periods of time.
- Ability to lift objects weighing up to 50 lbs.

CURRENT SALARY

Salary (3HN): The current starting salary is \$43,733 annually for City of Milwaukee residents. The non-resident starting salary is \$42,660 annually.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after [February 6, 2015](#). Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.