

**CITY OF AVON LAKE
POSITION DESCRIPTION
Construction Inspector, Public Works – Seasonal**

Job Title:	Construction Inspector
Department:	Public Works
Immediate Supervisor:	Public Works Director or designee
Positions supervised:	None
FLSA Status:	Exempt, part time
Bargaining Unit:	N/A
Civil Service Status:	N/A

JOB RESPONSIBILITIES:

Performs any all-departmental tasks as outlined and instructed by the Public Works Director or their designee – with a focus on oversight of public works projects. Reads and interprets engineering plans and specifications in carryout the successful completion of projects under the City’s jurisdiction.

Duties:

- Prepare and maintain public project records and reports (daily diary, inspection reports, pay items, quantities, progress estimates, contractor’s construction methods, and material inspection.
- Develop as-built drawings
- Provide survey, field measurements and/or verify location of existing utilities
- Work with other City departments to maintain safe work zones in public right-of-way
- Work or assist citizens within construction zones to maintain safety and open communication

QUALIFICATIONS:

A minimum of two (2) years of construction experience in public works projects; advance courses or knowledge of engineering or surveying work is preferred.

Ability to communicate effectively and diplomatically both orally and in written form(s); Ability to tailor communication style(s) to meet the audience including federal, state and local entities; elected officials, community volunteers, potential developers, City staff and general public.

PHYSICAL REQUIREMENTS:

This position has routine exposure to construction sites, underground utilities, and confined space work. This position will be exposed to: all types of weather conditions, hazardous chemicals, heavy and dangerous

construction vehicles, loud and dusty conditions and extended work hours. In addition, work may be in live traffic and/or other dangerous conditions.

All applicants must pass a background screening, drug test and possess a valid State of Ohio Driver's License

Knowledge of:

- Construction techniques, materials, and standards (AWWA, ANSI, ASTM, ACI)
- Basic principles of survey work and inspection methods
- Blueprint reading and interpretation
- City building codes, state standards and specifications
- City projects and record keeping
- Familiarity with OSHA, EPA, ODNR, FEMA, ODOT and FHWA
- Sound mathematical understanding including complex calculations (geometry and trigonometry).
- Computer knowledge and software (GIS, Excel, Word, Outlook)

Basic first aid knowledge is a plus

Salary range: \$ 21 to \$ 31 per hour DPQ

Note: this position is limited to 120 calendar work days within one year based on the current collective bargaining agreement.