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Infrastructure Inspector

The City of Westfield Public Works Department has an opening for an Infrastructure Inspector within the Project Management Division. Requirements include Associates/Technical degree and considerable experience, or equivalent combination of education and experience within public utilities construction. Possess or has the ability to obtain a Distribution System License (DSL) certification with Indiana Department of Environmental Management (IDEM) and possess or have the ability to obtain CISEC (Certified Inspector of Sediment and Erosion Control) certification. Position requires valid Indiana driver's license and may require a Class B commercial driver's license, insurable by the City of Westfield's insurance provider. Candidate must be available to frequently work odd hours and weekends as needed. The successful candidate will report directly to the Senior Project Manager. You may view the complete job description at www.westfield.in.gov and look under Human Resources/Employment Opportunities. Interested parties should send applications and resume' by noon on May 2, 2014 to the Westfield Public Works Department, 2706 E 171st Street, Westfield, IN 46074, or email them to Mike Morgan at mmorgan@westfield.in.gov. EEO.

Job Description

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work inspecting utility construction projects, assisting contractors to understand and meet county procedures and job specifications, preparing inspection reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Senior Inspector. Work hours for this position are 7:30 a.m. to 4:30 p.m. Monday through Friday with a 1 hour for lunch.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Reviews construction plans; attends pre-construction meetings; assists in developing construction specifications.

Performs pressure tests, chlorination and de-chlorination of water mains; takes samples for water main disinfection and performs water and sanitary testing.

Assists with erosion control, storm water quality and drainage issues and complaints.

Inspects sanitary sewer mains, structures, lift stations, force mains, walking paths, sidewalks, etc.

Reviews sub base roll for new streets, inspects stone base, curbs, and asphalt placement.

Maintains records including log books, project folders, and As-Build drawings.

Flushes water mains and operates water valves.
Reviews sanitary, storm, and subsurface drain televising
Works with contractors and developers on job conflicts.
Assists Streets division with snow removal and ice, as needed.
Performs Water and Sewer infrastructure inspections per the CEG contract

Knowledge, Skills and Abilities

Thorough knowledge of construction practices, techniques, materials and equipment relating to public utilities construction; general knowledge of engineering plans, specifications and drawings; ability to read and interpret plans, specifications and blueprints and to compare them with various aspects of construction in progress; ability to maintain accurate records; ability to detect errors in construction projects; ability to establish effective working relationships with developers, contractors, property owners and others to effect satisfactory compliance with specifications and standards.

Education and Experience

Associates/Technical degree and considerable experience, or equivalent combination of education and experience.
Posses or has the ability to obtain a DSL certification
Possess or have the ability to obtain CISEC (Certified Inspector of Sediment and Erosion Control) Certification

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires sitting and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid driver's license in the State of Indiana.
May require a Class B CDL