

August 10, 2016

Board of Health  
Board of Adjustment  
Central Dispatch 911  
City Attorney's Office  
City Clerk's Office  
City Engineer's Office  
Municipal Treasurer's Office  
Construction Code Department  
Fire Department  
Mayor's Office  
Municipal Court  
Law Department

Municipal Garage  
Office of Emergency Mgmt.  
Planning Board  
Police Department  
Public Works Department  
Purchasing Departments  
Dept. of Public Property/Comm Services  
Tax Assessor  
Tax Collector  
Transportation & Parking Dept.  
Linden Library

TO THE DEPARTMENTS ADDRESSED:

Please be advised there are two (2) P/T vacancies for the position of Public Works Inspector in the Engineering Department at the hourly rate of \$14.42 (job description and requirements attached). These positions are part-time positions and are not to exceed 19.50 hours per week. Please post this in an area available to all employees, this announcement will also be publicly advertised.

Anyone interested in the above mentioned vacancies, must obtain an employment application from City Clerk's office. All applications must be returned to the City Clerk, **no later than Thursday, August 25, 2016.**

Very truly yours,

Jessica Sheehy  
Clerk 4

cc: Mayor Derek Armstead  
Council President Jorge Alvarez  
Members of Council  
Bulletin Board  
Affirmative Action Officer

## **PUBLIC WORKS INSPECTOR**

### **DEFINITION**

Under direction, makes field inspections of a variety of public works construction projects to ensure compliance with plans, specifications, and standards of workmanship; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **EXAMPLES OF WORK:**

Inspects and oversees construction of bridges, buildings, dams, highways, and other types of public works construction work to ensure that procedures and materials comply with plans and specifications.

Measures distances to verify accuracy of dimensions of structural installations and layouts.

May verify levels, alignment, and elevation of installations using surveyor's level and transit.

Observes work in progress to ensure that procedures followed and materials used conform to specifications.

Prepares samples of unapproved materials for laboratory testing.

Examines workmanship of finished installations for conformity to standard and approves installation.

Interprets blueprints and specifications for contractor and discusses deviations from specified construction procedures to ensure compliance with regulations governing construction.

Records quantities of materials received or used during specified periods.

Maintains daily log of construction and inspection activities and compares progress reports.

Computes monthly estimates of work completed and approves payment for contractors.

Prepares sketches of construction installations that deviate from blueprints and reports such changes for incorporation on master blueprints.

Makes field inspections of all outside utilities construction work such as curbs, roads, water lines, sanitary sewer lines, sidewalks, and storm drains and appurtenances thereto and checks the quality and amount of work done.

Inspects slope cuts as to grading and alignment.

Prepares daily activity reports and compiles same.

Investigates complaints received regarding public works construction activities and recommends appropriate remedial action.

May issue permits relating to street openings and sewer connections and may collect fees for issuance of such permits.

Prepares reports containing findings, conclusions, and recommendations.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

**EXPERIENCE:**

One (1) year of experience in the construction or installation of roads, water mains, sewer lines, or similar public works construction activities involving the reading and interpretation of blueprints, plans, specifications, and engineering drawings or surveying techniques directly related to public works construction.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of practices and procedures used in construction, maintenance, and repair of streets, sewers, water installations, sanitation, and other public works facilities.

Knowledge of safety requirements and practices in public works construction.

Knowledge of public works inspection practices and procedures.

Ability to read and interpret engineering plans and specifications.

Ability to inspect materials, workmanship, and construction and installation of various public works facilities.

Ability to apply good judgment in an inspection situation.

Ability to handle complaints tactfully and promptly.

Ability to maintain records and files.

Ability to communicate effectively with contractors.

Ability to understand, remember, and carry out oral and written directions.

Ability to learn quickly from oral and written explanations and from demonstrations.

Ability to apply local ordinances, resolutions, and codes relating to public works to specific cases.

Ability to note and correctly appraise significant facts and conditions in making inspections.

Ability to observe prescribed inspection procedures.

Ability to prepare reports.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.