



MADISON, CITY OF (WI)
invites applications for the position of:

Engineering Field Aide or Construction Inspector 1

SALARY: \$22.79 - \$24.33 Hourly
\$1,823.45 - \$1,946.44 Biweekly
\$3,950.81 - \$4,217.29 Monthly
\$47,409.70 - \$50,607.44 Annually

COMP. GROUP/RANGE: 15/07 or 15/09

JOB TYPE: PERMANENT FULL TIME

DEPARTMENT: Engineering

OPENING DATE: 06/09/17

CLOSING DATE: 07/05/17 11:59 PM

GENERAL DESCRIPTION:

THE CITY OF MADISON IS DEDICATED TO ELIMINATING RACIAL INEQUITIES AND ENCOURAGES WOMEN AND PEOPLE OF COLOR TO APPLY

This class series describes field work performed in a public works construction environment. Incumbents assist or perform construction inspections, prepare appropriate documentation and may serve as a member of a survey crew. This series is structured to provide career progression from an Engineering Field Aide to a Construction Inspector 1 within the construction inspection unit of the Engineering Division based on increased skill and responsibility in performing public works engineering activities, including inspection, surveying and/or design. Employees may be hired at the Construction Inspector 1 level based on education and experience in performing public works engineering activities, including inspection, drafting, surveying, and/or design as described herein.

Engineering Field Aide

This is routine entry-level paraprofessional construction inspection and documentation work assisting in construction inspection and documentation, collecting field data, serving as a member of a survey crew, marking utilities and performing other related tasks. The work is performed under the direct supervision of higher level technical or professional staff and may be led by a Construction Inspector, and work is normally reviewed in progress and upon completion.

Construction Inspector 1

This is paraprofessional intermediate-level construction inspection and documentation work, serving as the resident inspector on varied concurrent public works projects, or assisting a Construction Inspector 2 on multi-inspector or complex, large projects or serving as a member

of a survey crew. This work is characterized by independent initiative and judgment in the resolution of complex construction problems such as those encountered in high density, multi-use/commercial areas, and/or situations requiring the integration of a large number of public works, utilities, or disruption of services considerations. The work is performed under the general supervision of an engineer or other supervisor. This position may also act in a leadworker capacity as needed.

If hired as an Engineering Field Aide, this series is structured to provide advancement from Engineering Field Aide to Construction Inspector 1, as a function of the employee's career development and generally occurs after one (1) year working as an Engineering Field Aide.

The selected candidate may be hired as an Engineering Field Aide (starting annual salary is \$47,409.70) or a Construction Inspector 1 (starting annual salary is \$50,607.44); to be determined at the time of hire depending upon the candidate's relevant work experience and overall qualifications.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Engineering Field Aide

- Perform and/or assist with the inspection of construction activities to ensure compliance with contract plans, specifications and other requirements. Work includes checking lines and grades, correct use of materials, equipment and techniques. Test and inspect construction materials.
- Inspect all work practices relating to the construction of curbs, asphalt and concrete pavements, subgrade, crushed aggregate base course, sidewalks, sewers and sewer structures, and other types of public works projects, private utility installation, and other requirements such as management of storm water runoff, erosion control and site safety. Inspect grading and restoration projects.
- Verify traffic control set ups according to approved plans and monitor their effectiveness. Notify lead inspector of potential problems so that the necessary action can be taken.
- Work on survey crews to obtain data for preliminary surveys including baseline topography and cross sections; and construction layout, measurements or quantities, and vertical and horizontal control work. Act as a rod person, or instrument person, including operation of total station automatic level or GPS. Take readings manually or by computer.
- Enter survey information from plans into field books and data collectors. Drive stakes to stakeout various types of construction projects.
- Take measurements and record information to be used by lead inspector to determine quantities for partial and final payments and creation of "as built" drawings of completed construction projects.
- Assist lead inspector in project finalization, including final payment.
- Maintain communication with Engineering and other City staff by phone and other assigned means. Communicate with contractors.
- Respond to inquiries from businesses, property owners, tenants, private utilities, contractors and the general public regarding inspection and construction considerations related to assigned projects, and work with these individuals and groups to resolve the problems which the construction may cause them. Notify lead inspector of potential problems so that the necessary action can be taken.
- Use Digger's Hotline software to track active one-call tickets. Perform inspection and documentation of permits to completion, including inspection of final patch or mill and overlay.
- Perform inspection and documentation of sewer plugging permits from application to completion.
- Utilize databases to verify contractors are pre-qualified and permitted to perform work in the "right of way."

- Using plans and records as a reference, locate and mark sewer and drain systems with paint, flags, stakes, or other physical means. Organize the locations to be marked to accomplish the task in an efficient manner.
- Assist engineer or inspector in support work to include: plan review, quantity computations, and checking survey plans. Calculate area and quantities. Compile office and field data. Create and maintain project records.
- Participate in review, evaluation, development and planning of the reconstruction, new plat, redevelopment, sidewalk and resurfacing repair and replacement program.
- Perform related work as required.

Construction Inspector 1

- Perform all the duties of an Engineering Field Aide as required.
- Inspect construction activities at a large number of diverse construction sites to ensure compliance with contract plans, specifications, schedules and other requirements.
- Coordinate terrace tree inspection with City Forestry. Resolve Right of Way issues with contractors.
- Exercise judgment in identifying potential problems, and taking necessary corrective action while serving as resident inspector at a large number of projects.
- Work with consultants and other City agencies to coordinate all phases of the construction, including ensuring permit compliance including Right of Way Permits, Occupancy Permits and Terrace Permits, coordinating "right of way" issues, and other issues which may arise.
- Verify and track all permits from application to completion and approve for return of deposit.
- Evaluate properties for assessable work and record information for plan preparation.
- Respond to inquiries from City Officials and the business community.
- Perform support work to include: plan review, quantity computations, and checking survey plans. Calculate area and quantities. Compile office and field data. Create and maintain project records. Participate in review, evaluation, development and planning of the reconstruction, new plat, redevelopment, sidewalk and resurfacing repair and replacement program.
- Perform related work as required.

MINIMUM QUALIFICATIONS:

At the Engineering Field Aide level:

- One year of experience performing technical field work in support of engineering and/or construction activities.

-OR-

- Possession of an Associate's degree or higher in Civil Engineering Technology, Engineering Design or closely related area may be substituted for the experience requirement.

If an applicant does not possess the specific requirements outlined above, HR will review the application materials to determine if the applicant possesses the following equivalent experience:

Familiarity with the following:

- Standard engineering and public works construction terminology and mathematics, including geometry.
- Survey instruments and equipment and surveying principles, practices, procedures, terminology and symbols, including GPS.
- Use of computers and computer software applicable to the duties of the position.
- Methods and techniques for inspecting public works construction projects.
- Underground sewer utility installations.
- Principles and practices of engineering drawing and drafting.

The City of Madison strives to provide exceptional customer service to all its citizens and visitors. Therefore successful candidates will have demonstrated ability to effectively work with multicultural communities.

For the complete list of the knowledge, skills, and abilities, please reference the classification specification for [Engineering Field Aide](#) or [Construction Inspector](#).

SPECIAL REQUIREMENTS:

Possession of a valid driver's license. Employee must provide their own vehicle and will receive mileage reimbursement for vehicle use.

Physical Requirements:

Generally, employees in this position must be able to lift/carry objects weighing up to 75 pounds (sewer access structure castings) and perform work while walking/standing for a large percentage of time. Employees must be able to walk over uneven terrain through wooded, hilly, under-developed areas, and including trench excavations. Employees must be able to bend, squat, and access construction sites. This position requires the incumbent to work outdoors in all types of weather conditions.

*Salary listed is subject to a 2% pay increase effective 7/2/17

THE CITY OF MADISON IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE PEOPLE OF COLOR, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.

It is your responsibility to list all related jobs, correct dates of employment, average number of hours worked per week, etc. Be sure to place the complete job title on your application. If you wish to provide additional or supplemental information, please provide a resume in addition to the formal application. If you are still employed please indicate this. Failure to provide accurate and complete information may result in you not being considered for this position.

All applicants are notified by email of the status of their application in each selection process. Those applicants invited to exams will receive an email notice of the date, time, and location. Alternate exam dates/times are not available except in the case of an emergency. Emergency situations are reviewed on an individual basis. Conflicting work hours are not considered an emergency. Exams are job specific and are developed based on the duties to be performed and the criteria listed under the Knowledge, Skills and Abilities section of the job announcement. Exam results are generally available within 2 weeks of the exam, and will be emailed or may be accessed through your NEOGOV account. Due to the volume of exams given by our office, exam scores are not available via telephone.

As an employer, the City of Madison places a strong emphasis on customer service and strives to provide a working environment where: Engagement and equity are supported; Diversity and differing opinions are valued; Teamwork and open and honest communication are encouraged; Meeting customer needs through quality service is a common goal; Creativity is encouraged; Continuous learning and improvement is fostered. Come be a part of the team!

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofmadison.com/jobs>

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CCB Rm 501
MADISON, WI 53703
(608) 266-4615

hr@cityofmadison.com

Position #2017-00212
ENGINEERING FIELD AIDE OR CONSTRUCTION
INSPECTOR 1
EA