

Lindon City  
100 North State Street  
Lindon, UT 84042-1808



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[www.lindoncity.org](http://www.lindoncity.org)

LINDON CITY JOB OPENING

**Public Works Inspector**

Full-time

Applications due on April 15, 2019

**APPLICATION REQUIREMENTS**

Applicants must submit a completed Lindon City Employment Application (available on-line at <http://www.lindoncity.org/employment.htm> or at City offices located at 100 North State Street, Lindon, UT 84042). Applicants are also encouraged to submit a resume.

**JOB DESCRIPTION**

TITLE: Public Works Inspector

PAY RANGE: Range 17 (\$21.43/hr to \$32.13/hr) + Full Benefits (medical, dental, 401 k, retirement pension, vacation, sick leave, etc.). *Starting pay typically begins at Step 1, but may be negotiable depending on qualifications, certifications, and experience.*

DEPARTMENT: Public Works

SCHEDULE: 40+ hours per week. Typically works Monday-Friday (7:00 am to 3:30 pm). May be required to occasionally work evenings and weekends.

STATUS: Regular Full-Time

FLSA CODE: Non-exempt

**NATURE OF THE WORK**

Under direction of the City Engineer, the Public Works Inspector carries out inspections of the City's infrastructure including surface and subsurface improvements, sewer and water mains and laterals, storm drain piping, curb, gutter, roadways, and sidewalks; inspects new private developments; keeps records of inspections and utility locations.

## **EXAMPLES OF DUTIES**

- Performs inspections to ensure that all construction work performed in the City by contractors is constructed and installed according to City standards and specifications.
- Participates in review of plans for public and private utilities and infrastructure to determine compliance with City standards, specifications, polices and ordinances.
- Informs contractors of City requirements regarding inspections, testing, backfill, signage, and warranty work.
- Ensures that contractors have the proper and approved set of plans and cut sheets before they begin construction.
- Inspects utility installations to make sure they are installed at the correct depth, slope, and location.
- Ensures that materials being installed meet standards and specifications.
- Reviews submitted forms and applications including road cut permits, performance bonds, minor contracts and agreements.
- Review quantities and quality of materials being used.
- Conduct detailed subdivision inspections for bond release.
- Maintain daily records and reports of inspections.
- Analyzes and reviews material testing data.
- Uses GPS survey equipment to collect field data for utilities and infrastructure.
- May be asked to assist with other public works functions such as after-hours emergency utility repairs, snow plowing, cemetery interment, street lighting replacement, etc.
- Performs other related duties as assigned.

## **KNOWLEDGE, ABILITIES, AND SKILLS**

### Working Knowledge of:

- Construction trades and their practices.
- Current construction methods related to public works, including: water, sewer, storm water, roads and subdivision development.
- Local, State, and Federal codes related to public infrastructure construction.
- Inspection methods for construction projects.
- Record keeping and report writing.
- GPS surveying.

### Ability & Skills to:

- Establish and maintain effective working relationships with City officials, City employees, contractors and construction workers, service providers, and the general public and to resolve problems.
- Read, review, and interpret various engineering plans, designs and specifications and ensure conformance with City, State and Federal standards.
- Organize and follow through with multiple projects of various complexity at the same time.
- Operate a personal computer or tablet for report writing, record keeping, e-mail, etc.
- Operate GPS surveying equipment to collect infrastructure assets.
- Understand verbal and written directions and instructions.
- Effectively communicate both verbally and in writing.
- Work under stress and time deadlines with a pleasant demeanor.
- Safely and adequately perform job functions as listed in “Examples of Duties”.

## **EDUCATION AND EXPERIENCE**

- Standard high school diploma plus four (4) years of related work experience in the construction trades or an equivalent combination of education and experience.
- Technical training in engineering, construction management and/or equipment operation and previous experience in public works inspection is desirable.

## **LICENSES AND CERTIFICATES**

- Must have a valid State of Utah Driver License with no significant violations or restrictions that prohibit ability to perform essential job duties.

## **WORKING ENVIRONMENT**

- Work is mostly performed in outdoor settings in various weather conditions.
- Tasks require a variety of physical activities requiring the ability to lift or move medium to heavy weights up to 50 pounds.
- Physical demands may occur in activities related to walking on uneven ground (in potentially harsh weather conditions), standing, stooping, sitting, reaching, etc.
- Talking, hearing and seeing required in the daily performance of duties.
- Mental application utilizing memory and attention to details, emotional stability and discriminating thinking and creative problem solving.
- Exposure to stress as a result of human behavior and work required to complete work within required time constraints and deadlines.
- Periodic local travel required in course of performing job functions.
- Will be required to safely operate a city-issued vehicle.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*

*Selected applicant must pass a drug screening test, criminal background check, and driver license check prior to official offer of employment.*

*Lindon City is an Equal Opportunity Employer.*