



Inspection Coordinator

Department: Department of Public Works
Classification: Full-Time / Non-Exempt
Reports To: DPW Director
Date: May 2019

Position Description

Objective

Under the supervision of the DPW Director, performs routine and technical monitoring and inspection associated with construction in the public right-of-way.

Essential Job Functions

An employee in this position is required to perform the following essential functions with or without reasonable accommodation.

1. Responsible for all telecommunications and Metro Act permitting within the City. This includes permitting, plan reporting, as-built completion and submittal.
2. Responsible for all right of way permitting activity within the City. Also responsible for sidewalk permits and inspections.
3. Work in conjunction with the Community Development Department and Engineering Department to coordinate all small cell facility permitting and administration.
4. Work in conjunction with the Administrative Coordinator to maintain all electronic and paper records management for the department including as-built drawings/plans, recorded documents, plans and other important information. Research FOIA requests and other inquiries from utilities and other organizations.
5. Coordinator for all MISS DIG monitoring and marking including 24/7 emergency responses.
6. Act as Training Coordinator for the department including coordination of internal and external trainings for department staff pertaining to equipment operation, implementation of new procedures, risk management, or any other training as needed.
7. Act as Safety Coordinator for the department including MIOSHA, OSHA, ADA, equipment safety, or any other training as needed.
8. Coordinate all activity for street light utility installation and maintenance.
9. Assist with SWIPPI inspections and other compliance related items as required.
10. Perform other related duties as required.

Minimum Qualifications and Required Knowledge, Skills and Abilities

1. Minimum of a high school diploma or equivalent, supplemented by special or technical training in civil technology, construction management, engineering, or closely related field.
2. Experience in a municipal public works or engineering department preferred.
3. Knowledge of municipal laws, ordinances, regulations, utility construction processes and practices, basic civil engineering principles, practices and methods as applicable to a municipal setting preferred.
4. Ability to read construction blueprints and plans.
5. Ability to understand and apply the Michigan Manual of Uniform Traffic Control Devices.

6. Skilled understanding and application of computer-based technologies, including GIS and Microsoft Office products. Working knowledge of BS&A software or PubWorks software is preferred.
7. Ability to make moderately complex and accurate mathematical computations.
8. Demonstrated ability to maintain complex case records and databases and to prepare reports from such records
9. May require working other than regular work schedule including nights, weekends, etc.
10. Excellent oral communication skills, ability to perform a wide variety of tasks during busy, sometimes stressful times.
11. Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, elected officials, community leaders and co-workers.
12. Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
13. Must demonstrate appropriate customer service competences and behaviors in accordance with department policies and procedures.
14. Ability to concentrate and pay attention to details; also ability to organize, prioritize and work independently and in a busy environment where priorities change as well as schedules.
15. Manual dexterity to work effectively for extended periods. Lifts and carries supplies equipment etc. weighing up to 50 pounds to waist-high-level.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends a portion of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time; communicate by telephone, e-mail or in person, and move around the office or travel to other locations to attend meetings and site visits.

Additionally, this position spends a portion of their time in the field conducting field inspections which typically involves moderate physical activity and exertion. An employee in this position visits field sites which may have treacherous terrain or dangers associated with construction sites. An employee must have the strength, stamina and physical coordination required to complete physical inspections in every type of weather condition, including occasionally extreme heat and severe cold weather. Inspections occasionally involve crawling, stooping, climbing or otherwise accessing all areas of the site, and the employee is required to have the vision capabilities needed to complete visual inspections and complete measurements.

Requires a valid State of Michigan driver's license, satisfactory driving record and the ability to maintain one throughout employment.

Approvals

The above is intended to describe the general content of and requirements for other performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

This job description has been approved by all levels of management.

City Manager

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date