NOTICE OF JOB OPENING

INSPECTION COORDINATOR

DEPARTMENT OF PUBLIC WORKS

The City of Walker is looking to fill the position of Inspection Coordinator to assist the Department of Public Works by performing routine and technical monitoring and inspection associated with construction in the public right-of-way. This position monitors telecommunications and all right-of-way permitting, coordinates small cell facility permitting, coordinates records management of as-builts and other pertinent department documentation, monitors MISS DIG markings including 24/7 emergency responses, and act as the training and safety coordinator for the department.

Candidates must have specialty or technical training in civil technology, construction management, engineering or a closely related field with experience in a municipal public works or engineering department preferred. The ability to read construction blueprints/plans and understand and apply the Michigan Manual of Uniform Traffic Control Devices is required. The selected applicant must have a professional approach to establishing working relationships with contractors, residents, and co-workers at all levels. Qualities for the ideal candidate should include advanced technical skills including knowledge of GIS, detail oriented, ability to maintain complex case records, and excellent oral and written communication skills.

This is a full-time position with a starting pay range of $45,225 – $52,010, depending on qualifications, and a comprehensive benefit package including medical, dental, defined contribution 401(a) retirement plan, retirement health savings account, life insurance, short and long term disability, and fitness membership.

Candidates should submit a City application, resume, and cover letter to the Human Resources Department, electronically or in person, by May 23, 2019.

City of Walker
Human Resource Dept
4243 Remembrance Rd NW
Grand Rapids MI 49534

or

sbales@walker.city

A complete job description is available at www.walker.city.

The City of Walker is an Equal Opportunity Employer.

Posted: May 2, 2019