



CITY OF WEST POINT
JOB POSTING
POSITION: PUBLIC WORKS INSPECTOR I

West Point City
3200 W 300 N
West Point, UT 84015
(O): 801.776.0970
(F): 801.525.9150

POSTED: 09.24.2020 **CLOSING DATE: 1st Review – 10.08.2020**
HIRING RANGE: \$20.00 - \$24.75/hr **Open Until Filled**
Position Pay Range: \$20.00 - \$29.50/hr
BENEFITS: Medical, Dental, Retirement, Life, AD& D, Leave Accrual
FLSA STATUS: Full-Time, Non-Exempt

COMPLETE JOB DESCRIPTION AND EMPLOYMENT APPLICATION AVAILABLE ONLINE AT
WWW.WESTPOINTCITY.ORG/JOB-OPENINGS/

GENERAL DUTIES

This is a full-time, non-exempt position working under the general direction and supervision of the Public Works Director. This position performs a variety of full performance, para-professional and technical duties related to developing, implementing, and conducting civil engineering programs for public works projects and service systems.

GENERAL ESSENTIAL FUNCTIONS

- Attends pre-construction conferences as needed to coordinate involvement of local contractors, special districts, the city departments and local utilities
- Conducts routine and complex inspections of a variety of public works projects related to general improvements to public right-of-ways.
- Monitors work performed in public right-of-ways by private contractors and utility companies to assure pedestrian and vehicle safety; ensures quality standards are achieved.
- Assures the proper testing of materials and assures compliance with established specifications.
- Performs drafting and annotation on contract plans, reads and interprets plans, and determines plan conformity to established standards.
- Compiles statistical information; checks computations, structure lay-outs, and grades, disseminates and prepares incoming and outgoing correspondence; assures consistency between specifications and actual construction.
- Discusses construction problems with contractor or personnel and exercises professional problem solving.
- Must work on-call in rotation with other department employees.
- Required to plow snow and be available at any time to respond to a call out for snow removal, including weekends and holidays.
- Required to respond and evaluate emergency situations and help determine correct course of action.
- Responsible to perform special projects or other duties as assigned.

GENERAL QUALIFICATIONS

- Graduation from high school or GED AND four (4) years of responsible experience in construction, inspection, compliance testing, survey, or similar experience related to above duties.
OR
Any equivalent combination of education and experience.
- Knowledge of civil engineering, sampling and testing methods, principles, practices and procedures.
- Knowledge of construction methods, materials, technical and practical design of public works systems.
- Proficient in the use of a variety of technical engineering equipment and drafting tools, and performing advanced mathematical calculations, and reading and interpreting plans and specifications.
- Knowledge of political, legal, and governmental processes affecting engineering and project management.
- Ability to develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public; and demonstrate diplomacy and cooperative problem solving.
- Ability to meet deadlines, multi-task, and stay organized, and demonstrate reliability and good attendance.
- Positive work attitude; enthusiastic, confident, outgoing, helpful and committed.

PREFERRED QUALIFICATIONS

- AICP credentialed planner and economic development experience.
- Knowledge of drafting and blueprint reading, GIS and computer mapping experience.
- Commercial Driver's License (CDL), Class B or be able to obtain within six months.
- Must be able to obtain the following certifications within one year:
 - Utah Registered Storm Water Inspector (RSI)
 - Utah Water Operator II
 - Utah Wastewater Operator II

TO APPLY:

- West Point City Employment Application **MUST** be submitted to be considered. Application available online at www.westpointcity.org/job-openings/
 - Additional documents should be attached to and submitted with the Employment Application
- Email Employment Applications and attachments to hr@westpointcity.org. **Emailed Applications preferred.**
- Applications may also be submitted via mail, fax, City Hall drop-box, or at City Hall.

NOTICE: DUE TO THE COVID-19 PANDEMIC, CITY HALL IS RESTRICTED TO INCOMING TRAFFIC.
YOU MAY SUBMIT YOUR APPLICATION VIA EMAIL AT HR@WESTPOINTCITY.ORG, FAX, MAIL, OR USE OUR DROP BOX LOCATED IN THE NORTHEAST CORNER OF THE PARKING LOT.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this position and are **not intended** to be an exhaustive list of all responsibilities, demands, and skills required. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice.

******Equal Opportunity Employer******The Human Resources Office will provide reasonable accommodations for any applicant during the examination and selection process. If you have and special needs please call 801.776.0970. West Point City does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in employment of the provision of services.