

JOB DESCRIPTION

Position: Project Manager/Site Inspector

Summary:

Assists Town Engineer in the planning and inspection of Town infrastructure construction. Inspections include road, concrete, stormdrain, and stormwater management construction. Maintains records, prepares reports, and makes recommendations to the Town Engineer.

Education:

Bachelor's degree in civil engineering or a closely related field preferred but not required.

Experience/Other Requirements:

Experience with infrastructure construction. Must be a self-motivated, strong communicator both verbally and in writing. Must display sound judgment and tact in dealing with the public, contractors, other engineers, architects and fellow employees. Must have valid Driver's License. To maintain the efficiency of operations other duties and responsibilities may be assigned by Supervisor.

Knowledge: Technical knowledge of design, construction and inspection of infrastructure projects. Knowledge of municipal civil engineering and surveying principles and practices. Knowledge of engineering related computer application programs.

Ability: Must have ability to perform inspection work including but not limited to walking over varying terrain, climbing ladders, lifting and carrying various survey and inspection equipment up to 50 pounds. Ability to move about the office and outdoor field locations and to bend, stoop, reach and climb. Ability to accurately document and maintain necessary records in writing and on electronic devices such as computers and tablets.

Reports to: Town Engineer

Competitive or Appointed: Competitive