



CITY OF FLORENCE, ALABAMA

Human Resources / Benefits Department

JOB NOTICE February 8, 2012 Public Job Posting

Applications for the position of **CIVIL ENGINEERING TECHNICIAN
CONSTRUCTION INSPECTOR IN CITY ENGINEERING DEPARTMENT** will be received in the Office of Human Resources until 5:00 p.m., **FEBRUARY 22, 2012.**

Application forms may be picked up in the Office of Human Resources, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., through **FEBRUARY 22, 2012.**

Prior to preparing an application, all prospective applicants are requested to review the qualifications section of the attached Job Description to compare their knowledge, skills and abilities to those required of the job holder. The applications should be prepared following instructions in the letter that is attached to the Job Description.

ANNUALIZED SALARY: \$39,946.82/Grade 11

JOB SUMMARY: THE CIVIL ENGINEERING TECHNICIAN CONSTRUCTION INSPECTOR IS RESPONSIBLE FOR OBTAINING FIELD DATA, PREPARING CONSTRUCTION DRAWINGS AND TRACINGS, CONDUCTING INSPECTION OF CONSTRUCTION PROJECTS, PERFORMING FIELD CONTROL TESTING, RESEARCHING PROPERTY DEEDS AND OTHER LEGAL DOCUMENTS, AND PREPARING PROPERTY DESCRIPTIONS. SPECIFIC DUTIES INCLUDE: SUPERVISING FIELD SURVEY CREWS; SUPERVISING CONSTRUCTION DRAWING PREPARATION; SUPERVISING AND/OR PERFORMING FIELD INSPECTIONS; PERFORMING FIELD INSPECTIONS OF RESIDENTIAL, COMMERCIAL AND INDUSTRIAL DEVELOPMENTS; EVALUATING AND DOCUMENTING JOB CONTROL TESTING AND PROCEDURES AND RESULTS; PERFORMING PROPERTY DEED RESEARCH; PREPARING PROPERTY DESCRIPTIONS FOR RIGHT-OF-WAY DEEDS AND EASEMENTS; SUPERVISING AND/OR PERFORMING DATA RECORDS PREPARATION AND ACCOUNTING FOR CONSTRUCTION; MAINTAINING INSPECTION RECORDS; ASSISTING IN PREPARING COST ESTIMATES; ASSISTING IN BRIDGE INSPECTIONS; ASSISTING IN DATA COLLECTION FOR TRAFFIC ENGINEERING STUDIES; PERFORMING INSPECTION AND EVALUATION OF CITY STREETS; MEETING WITH THE PUBLIC AND ANSWERING QUESTIONS; PERFORMING SUPERVISING STAKE OUT PROJECTS; PERFORMING RIGHT-OF-WAY LOCATION; PERFORMING SEAL LEVEL ELEVATIONS FOR FLOODWAY

LOCATIONS; REVIEWING CONTRACTOR'S REQUESTS FOR PAYMENT; AND WORKING ON COMPUTER SOFTWARE PROGRAMS.

****NOTE ** APPLICATIONS TAKEN FOR THIS POSITION MAY BE USED FOR SIMILAR VACANCIES OCCURRING WITHIN 90 DAYS.**

*****SEE ATTACHED JOB DESCRIPTION FOR DETAILS OF REQUIRED DUTIES AND RESPONSIBILITIES; REQUIRED EXPERIENCE, TRAINING AND LICENSING; REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES; AND PHYSICAL DEMANDS OF THE JOB. *****



The City of Florence encourages all candidates to make known any accommodations needed during the process of making application for a position with the City, whether it be making available materials in larger print, furnishing someone to help fill out an application or read a job description, or other accommodations. In order for us to make arrangements for some accommodations, such as a qualified sign interpreter, we request a 48-hour notice in order to best serve these needs.

A handwritten signature in black ink that reads "Robert S. Steen". The signature is written in a cursive style with a horizontal line underneath it.

Robert S. Steen
Interim Human Resources Director

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is and EQUAL OPPORTUNITY EMPLOYER.

SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUGS AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.

CITY OF FLORENCE

Job Description

Job Title: Civil Engineering Technician / Construction Inspector	Department: City Engineering
Immediate Supervisor: City Engineer and Assistant City Engineer	Section:
Classification Level: 11	
Exempt Status:	

Job Summary:

This position requires knowledge and experience in all phases of technical support for Civil Engineering and Land Surveying Services. The position requires abilities to supervise skilled technicians including draftsmen, inspectors, and survey crews. This position requires the abilities to obtain field data, prepare construction drawings and tracings, conduct inspection of construction projects, perform field control testing, research property deeds and other legal documents, and prepare property descriptions.

Essential Duties and Responsibilities:

Personnel in this position will be assigned specific duties relative to public works projects as outlined below:

1. Supervises field survey crews in obtaining data for public works projects.
2. Supervises construction drawing preparation for public works projects.
3. Supervises and/or performs field inspections for public works projects.
4. Performs field inspections of residential, commercial and industrial developments.
5. Evaluates and documents job control testing and procedures and results.
6. Performs property deed research relative to property line locations.
7. Prepares property descriptions for right-of-way deeds and easements.
8. Supervises and/or performs data records preparation and accounting for construction of public works projects.
9. Maintains inspection records for public works projects and residential, commercial and industrial developments.
10. Assists in preparing cost estimates on public works projects.
11. Assists in performing bridge inspections.

12. Assists in data collection for traffic engineering studies.
13. Performs inspection and evaluation of all City streets.
14. Meets with the public and answers questions related to public works projects and problems associated with streets, stormwater runoff, and sanitary sewerage.
15. Performs / supervises stake out of public works projects.
16. Works around all types of earth moving equipment, pans, road graders, backhoes, track hoes, bull dozers.
17. Performs right-of-way location for other municipal departments. (Building, Police, Street, Solid Waste and Recycle, Park and Recreation, Electricity, and citizens)
18. Performs sea level elevations for floodway locations for Building Department.
19. Reviews contractor's requests for payment on public works projects. Reviews quantities for payment.
20. Works on computer software programs related to the Engineering Department (word processing, spreadsheet software, traffic study software, CAD software).
21. Able to work Monday through Friday, 7:00 a.m to 4:00 p.m. and work overtime when required (Work hours are subject to change).
22. Maintain a valid driver's license.
23. Performs related work as required.

Supervision Required:

This position is under the supervision of the City Engineer and the Assistant City Engineer.

Experience/Training/Licensing Required:

1. High School Graduate or equivalent.
2. This position requires extensive experience as a Civil Engineering Technician in the areas of field data acquisition, construction drawing preparation, construction field inspection, job control testing, and construction project documentation.

3. Minimum of 6 to 10 years' experience in Civil Engineering.
4. Certification as a Civil Engineering Technician by the American Society of Certified Engineering Technicians is desirable. The ASCET has specific experience and examination requirements for such certification.

Required Knowledge, Skills, and Abilities.

1. Ability to operate personal computer, copier, printer, plotter, scanner, two-way radio and transit.
2. Knowledge of various types of construction equipment relating to road construction, sanitary and storm sewer construction, and street resurfacing.
3. Knowledge of engineering survey, theory, principles and practices.
4. Knowledge of modern engineering survey methods and techniques.
5. Considerable knowledge of construction inspection methods and techniques.
6. Some knowledge of civil engineering mathematics and mathematical tables as they apply to public works projects.
7. Knowledge of supervisory methods and techniques.
8. Ability to interpret and apply regulatory codes applicable to civil engineering and land surveying.
9. Ability to design, layout and prepare portions of civil engineering plans and specifications.
10. Ability to perform field or office engineering studies.
11. Ability to comprehend plans, design, specifications and estimates.
12. Ability to prepare clear, concise, and technically sound reports.
13. Ability to establish and maintain effective working relationships with associates, engineers and others.
14. Must be self-motivated and work with a minimum of supervision.

15. Must possess good communication skills to discuss easements, policies, etc., with persons both inside and outside the department.
16. Ability to transport equipment weighing up to 50 pounds when working in the field assisting survey crew, civil engineers, surveyors and other civil engineering technicians.
17. Ability to work long hours as required.
18. Ability to learn and interpret department rules, regulations and service policies.
19. Ability to communicate orally by telephone and person to person.
20. Possess good public and employee relation skills.

Physical Demands (with or without reasonable accommodation):

1. Required to work in varying work environments that occasionally require strenuous physical activity.
2. Required to carry surveying equipment up to 50 pounds shoulder high over rough and uneven terrain.
3. Ability to see/read with or without corrective lens and write legibly.
4. Required to work outside in all types of weather.
5. Ability to work in and around both vehicular and construction traffic.
6. Required to work in varying work environments that occasionally require strenuous physical activity.

Equipment/Tools Used:

1. Level
2. Transit
3. Total Station with Electronic Field Book
4. Traffic Counters with Nu-Metrics software
5. Prism Poles

6. Two-way radio
7. Calculator
8. Computer
9. Printer
10. Metal Detector
11. Digital Camera
12. Video Camera
13. Distance Measuring Equipment
14. Engineering Copier
15. Telephone System
16. Word Processing Software
17. Spreadsheet Software
18. CAD Software
19. Scanner
20. Scanning Software
21. Drive City Vehicle

Approved By:  Date Approved: 12.13.11