



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

PLEASE POST

October 7, 2020

TO: All Interested Parties

FROM: Human Resources *DT*

SUBJECT: Available Position – Construction/Field Inspector

The City of Englewood is seeking a Construction/Field Inspector in the Engineering Department. Candidate must possess a Bachelor's Degree and at least 1 year experience in the engineering and/ or construction field. NICET certification a plus. Must have a valid New Jersey State Driver's License and possess a reliable vehicle. This is a full-time position. Salary DOQ.

Send resume to:
City of Englewood
Human Resources
Attn: Daria Trumpet
2-10 N. Van Brunt St.
Englewood, NJ 07631

Or email at dtrumpet@cityofenglewood.org

cc: J. Thompson-Chin
F. Volcy



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CONSTRUCTION / FIELD INSPECTOR

DEFINITION

Under immediate supervision of the City Engineer, to learn and to perform inspection of public works road projects, sanitary and storm sewer pipe installations, curb and sidewalk installation, drainage, flood control, and site work construction projects; to perform related duties as required.

EXAMPLES OF WORK

Depending upon assignment, duties may include, but are not limited to, the following:

- Review construction plans, specifications, permits, and other plans affecting assigned projects
- Participate in meetings to discuss construction details and resolve issues with contractors and other agencies;
- Conduct on-site inspections of construction materials, grade elevations, underground facilities, minor concrete structures, street light installations, traffic signal installations, traffic control devices, and erosion and sediment control installations to determine compliance with contract plans and specifications, and with city and other governmental regulations;
- Make field measurements;
- Assist in coordinating materials testing;
- Identify problems and monitor the correction of project deficiencies;
- Identify and recommend approval of necessary contract and/or plan adjustments to accommodate field conditions;
- Maintain daily diary and field records of material and quantities used;
- Calculate and recommend formal approval of appropriate progress payments to contractors for work completed;
- Investigate citizen complaints related to a variety of engineering issues.

QUALIFICATIONS

- Must have a Bachelor's Degree.
- A minimum 1 year experience in engineering and/or construction field
- NICET certification, a plus.
- Must hold a valid NJ driver's license and possess a car (car allowance may be provided)

CONSTRUCTION/FIELD INSPECTOR– ENGINEERING DEPARTMENT
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Knowledge, Skills and Abilities

- Candidate must have basic knowledge of engineering fundamentals and standard construction practices including specifications, methods, materials and equipment;
- Methods and techniques of materials testing; soil types and characteristics; and standard specifications.
- Candidate must be able to drive an automobile on paved and unpaved surfaces and prepare field sketches.
- Candidate must have the ability to evaluate quality of construction and construction materials; read blueprints;
- Read public works construction and topography maps and grading plans;
- Communicate effectively with individuals from a variety of cultural and socio-economic backgrounds both orally and in writing;
- Resolve inter-personal conflicts;
- Identify problems, evaluate alternatives and arrive at logical decisions;
- Read and interpret complex regulations and technical documents, including plans and specifications;
- Ability to use computer programs such as Microsoft office.