



**Position Title: Engineering Inspector**

**General Purpose**

Performs routine and complex technical engineering related work for environmental, water, sewer, street and other public works projects and programs. Assists Director of Public Works and Engineering Services in application of principles, methods and techniques of civil engineering technology.

**Organizational Relationship:**

The Engineering Inspector works under the guidance of the Director of Public Works and Engineering Services.

**Qualifications:**

- Proficient in Microsoft Office Applications.
- Knowledge of engineering and construction practices and principles, including laws and general standards for water, sanitary sewer, storm sewer, road, sidewalk, curb, etc.
- A high level of organizational ability and demonstrable ability to prioritize tasks.
- Ability to work both independently and as a team member.
- Ability to effectively communicate in person, by phone, and in writing.
- Ability to interpret construction drawings and specifications.
- Commitment to performing duties of the position in a way that most effectively services the City of Huntington.
- Auto Computer Aided Design experience.

**Responsibilities:**

- Assist Director of Public Works and Engineering Services in daily operations of the department.
- Plan, direct, and/or inspect the installation, testing, operation, maintenance, and repair of infrastructure, facilities, and equipment of both private and public development.
- Issue permits for water, sewer, right of way, dumpster, storm water, and other permits as they are created.
- Prepare bid and contract documents, cost estimates, monitor bidding process and award, and manage construction contract including but not limited to the 50/50 sidewalk program, yearly street paving program, and other similar infrastructure upgrades as required.
- Review development and construction plans for conformance to city, state, and federal standards.
- Develop and maintain document retention and naming conventions.
- Update, scan, create, modify and file documents within the City/County IT network.
- Maintain City maps and drawings as needed.
- Represent the Engineering department at board meetings, public hearings, City Council meetings, neighborhood meetings, and other forums; as needed.
- General understanding of Long Term Control Plans (LTCP), Municipal Separate Storm Sewer System (MS4), IDEM Rules 5, and well head protection, American with Disabilities Act.
- Review, modify, and enforce City standards and ordinances as necessary.
- Assist the Director in reviewing existing practices for efficiency and recommend changes as needed.
- Be able to assist other departments as deemed necessary.
- Consistently maintain the Engineering department's webpage.
- Complete training, seminars, and certifications as necessary.
- Assist MS4 coordinator with compliance of the MS4 program.

- Assist GIS Coordinator with collection of both public and private infrastructure information

**Education and Experience:**

- An Associate's degree in Engineering or Construction is required or an equivalent number of years' experience or a closely related field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*This job Description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the city as the need arises.*