

# Town of Victor – Vacancy

## Salary: \$24.91 - \$25.79/hr

Appointment will be made on a Provisional basis, with Permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.

### CONSTRUCTION INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for inspecting the work of outside contractors by a municipality in highway and utility construction work. The primary types of construction work will be the installation of water and sewer lines, storm drainage systems, sidewalks, roads, and grading operations. The Construction Inspector must ensure that all contract specifications relative to the construction work are being adhered to and must ensure compliance with municipal regulations. Work is performed at various job sites where the Construction Inspector refers to plans and contract specifications, carefully observes the work of contractors to ensure compliance with these specifications and completes daily reports on all aspects of the work in progress. The work is performed under the general supervision of the agency Board and day-to-day supervision of the agency administrator or appointee. Supervision over others is not a responsibility of this position. Coordinates the easement process, Letters of Credit and/or Maintenance Bonds. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Reads and interprets plans, technical drawings, and contract specifications;  
Inspects water and sewer lines, storm drainage systems, sidewalks, highways, and grading operations in the process of construction or repair for compliance with approved plans and specifications;  
Ensures compliance with all municipal regulations;  
Inspects for quality of workmanship and checks quality of materials;  
Keeps an accurate job diary;  
Prepares inspection reports;  
Receives and forwards to appropriate municipal official complaints from property owners, motorists and other citizens affected by construction projects;  
Operates surveying instruments on street property line, paving, sewer and water line installation, drainage district facilities;  
Performs some drafting;  
Coordinates the easement process to ensure proper easements are in place for highway and utility projects;  
Coordinates Letters of Credit for various construction projects to include maintenance bonds;  
Coordinates and facilitates the release of funds as appropriate;  
Performs such clerical work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern practices, principles, materials and tools used in construction work related to highway and utility work; ability to understand and interpret blueprints, diagrams, technical drawings and contract specifications; ability to use mechanical drawing instruments, mathematical tables; ability to perform inspectional activities; ability to learn the rules and regulations of all regulatory bodies with an interest in the construction projects; ability to complete simple reports relating to man-hours, equipment and supplies; ability to operate a personal computer and utilize common office software programs; ability to establish satisfactory working relationships with contractors and the general public; honesty; dependability; physical condition commensurate with the demands of the position.

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CONSTRUCTION INSPECTOR

MINIMUM QUALIFICATIONS: either:

1. Possession of an Associate's Degree in Construction Technology or a closely related field;  
OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in the inspection of highway and/or utility construction; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

APPROVED: DECEMBER 9, 2003

REVISED: 3/20/19; 9/6/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE