



POSITION ADVERTISEMENT

Public Works Inspector

Range: \$21.63 - \$26.44 hourly

Contracted Position

Closing Date: Open until filled

Summary: The Public Works Inspector (Contractor) is responsible for inspecting construction activities as well as documenting the performance of routine maintenance services for streets, storm drains, and canals. In addition, this position will implement any special project as assigned by the Public Works Director.

Essential Duties:

- Locates and marks the approximate location of underground stormwater utility lines at construction sites requested through Sunshine 811 tickets.
- Inspects, supervises and enforces Public Works permits for utility companies and other agencies performing work within Town boundaries.
- Performs daily inspections of street sweeping, canal maintenance, street sign repairs, and right of way cleaning.
- Responds to emergencies and disasters on any given date and time.
- Inspects construction activities to ensure compliance with local, state and federal stormwater regulations.
- Oversees the performance of consultants and contractors to ensure compliance with contract provisions and construction plans and specifications.
- Determines quantities of materials used and verifies amount of work completed for pay request applications.
- Maintains daily records for the purpose of estimating costs and payments to the contractor.
- Prepares and/or completes project correspondence, documents, forms and reports.
- Assists Public Works Director on other job duties as assigned.

Knowledge, Skills, and Abilities:

- Must be able to lift between 100-150 lbs.
- Ability to perform field inspections is required
- Working knowledge of building and construction principles
- Skill in reading and interpreting construction drawings, plans and specifications
- Ability to perform mathematical computations
- Ability to effectively communicate technical information, orally and in writing
- Knowledge of current computer automated drafting software and GIS technologies



POSITION ADVERTISEMENT

*Public Works Inspector
(Continued)*

Minimum Requirements: An Associate's degree in Construction Management or related field and three (3) or more years of experience in the construction trade; or, any equivalent combination of education and experience. A Bachelor's degree in Engineering, Architecture or related field preferred.

Must have a valid Florida driver's license and valid automobile insurance (or ability to obtain by date of hire); must be physically capable of moving about on a wide variety of outdoor work sites. Storm Water Operator Certification or ability to pass the exam and obtain certification within 12 months of employment; Erosion & Sediment Control Inspector Certification or ability to pass the exam and obtain certification within 12 months of employment. *Contractor must be available to work approximately 30-40 hours per week.*

**THIS IS A CONTRACTED POSITION AND NOT ELIGIBLE FOR BENEFITS.
Applicants are subject to the Town's background check policy.**

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: Jobs@miamilakes-fl.gov

Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 08/17/17