Mayor and Council
Town of Middletown
19 W. Green Street, Middletown, DE 19709
(302) 378-2711 FAX (302) 378-5672

Job Title: SITE-CIVIL INSPECTOR IV
Department: Capital Project
Reports To: Capital Project Manager
FLSA Status: Non-Exempt

Summary:
Inspects and monitors Town of Middletown capital projects, as well as, private residential and commercial developments to ensure compliance with the Town of Middletown specifications, standards and codes. Does other related work as required.

Essential Duties and Responsibilities:
1. Works under the general guidance and direction of the Capital Project Manager.
2. Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials and all members of the general public.
3. Operates a motor vehicle to assist in carrying out the business of the department and the Town of Middletown.
4. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, street and other public works projects and programs. Assures compliance with Federal, State and local codes and standards and contractual provisions.
5. Inspects and approves all phases of public and private construction and improvement work.
6. Assures that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.
7. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers, water lines, hydrants, service lines and related utilities and structures as assigned.
8. Inspects construction work under excavation, clearing and grading permits.
9. Inspects to assure compliance with local State or Federal standards for any right-of-way, street use, or other permits issued to private utilities or contractors.
10. Coordinates activities and schedules with utility companies, contractors, property owners and other Town of Middletown departments.
11. Resolves conflicts within scope of authority.
12. Provides information and responds to inquiries from contractors, property owners, staff and the general public regarding public works projects.
13. Performs work in accordance with safety policies and procedures.
14. Compiles information and prepares construction reports as required.
15. Attendance at work is an essential function of this position.
16. Responsible for the maintenance, repair and cleanliness of assigned vehicle.
17. Performs other duties within shop or other sections as assigned or directed.

Non-Essential Functions:

1. Prepares reports and performs filing duties.
2. Handles complaints either personally or by referring to Town Manager or Capital Project Manager.
3. Reviews field staking and makes revisions within scope of authority for capital projects to which they are assigned.

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.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes tasks correctly and on time; supports organization's goals and values.
- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications:
This position is subject to the Town of Middletown Drug and Alcohol-Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and/or Experience:
- Graduation from a high school or GED.
- NICET Level IV Certification or minimum of twenty-five (25) years of Equivalent Site Construction Inspection or Related Experience.
- Valid driver's license with acceptable driving record for the past three (3) years.
- Some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control; considerable knowledge of public works inspection methods.
- Proficient in reading and interpreting construction drawings, plans and specifications, and contract documents; skill in applying material testing procedures.
- Ability to prepare, organize and maintain inspection field and office data, reports and systems.
- Ability to perform required mathematical computations.
- Ability to effectively communicate complex technical information, orally and in writing, in a professional manner to contractors, developers, property owners, employees, consultants, other governmental agency representatives, Town of Middletown officials and the general public.

Language Skills
- Ability to read and comprehend simple instructions, short correspondence, and memos.

Mathematical Skills
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability
- Ability to understand the nature of the position and the safety requirements that are necessary to the position.

Certificates, Licenses, Registrations
- Valid driver's license
- DNREC Blue Card Holder
- DNREC CCR

Other Skills and Abilities

- Knowledgeable of construction principles, techniques and practices.
- Knowledgeable of Middletown Codes and applicable ordinances and regulations relating to the construction of buildings, streets and utilities.
- Knowledge of infrastructure construction practices.
- Knowledge of proper techniques and principles of erosion/sediment control, stormwater management, lines and grades, plan interpretation and specifications.
- Ability to effectively communicate with builders, developers and the general public.
- Ability to read and interpret prints and shop drawings.
- Ability to maintain accurate records; write clearly and effectively.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is frequently required to stand, walk and sit.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
- The employee must frequently lift and/or move up to 55 pounds without assistance and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee usually works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. Often works around dust, asphalt and concrete.
- The employee is frequently exposed to moving mechanical parts.
- The noise level in the work environment is usually loud.

Machines, Equipment and Tools Used

Calculator, phone, fax and copy machine, computer (desk top and lap top) and Town motor vehicles. Ability to operate personal computer, including word processing, spreadsheet and data base software. Experience in operating tape measure, pipe locator, pressure gauges, testing equipment, engineering calculator, motor vehicle, phone and mobile or portable radio sufficient to perform job duties.