

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2265

OPEN COMPETITIVE EXAMINATION FOR:

CONSTRUCTION MANAGER/INSPECTOR

SALARY: \$70,000.00 ~ \$90,000.00 per year

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & **must be on file by 4:50 p.m. on:**

OCTOBER 23, 2020

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

GENERAL STATEMENT OF DUTIES: This class is accountable for ensuring that the Water Department's construction and equipment inspections are properly conducted to provide optimal service to the public and to conform to federal, state and local laws.

DISTINGUISHING FEATURES OF THE CLASS: The principal role of this job classification involves providing the guidance and oversight, training, correction, and coordination of inspectors working on complex utility and building construction projects. The position is responsible for assisting in the assurance of accurate and timely field inspection of construction work according to plans as well as City and professional standards. Duties include training, assessing performance, mentoring and teaching inspectors, instructing contractors in making corrections and coordinating construction programs.

EXAMPLES OF WORK: (Illustrative Only)

Acts as principal liaison between the City engineers and contractors; Analyzes information related to the City's effectiveness and efficiency; Assigns work activities and projects; Assigns, reviews, monitors and tracks work performed in the field; Assists in controlling and accounting for expenditures within fund allocations; Assists in developing requests for bids and selecting contractors; Assists in evaluating work performance of assigned personnel and recommends appropriate corrective action as necessary; Assists in settling disputes arising between contractor and inspector during the performance of the contracts, participates in public meetings and/or hearings, and addresses and promptly disposes of public complaints; Assists the Water Superintendent in identifying repair and upgrading projects requiring the work of outside contractors; Assures safe work practices; Attends and participates in professional group meetings; Compiles and prepares reports; Confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation, and use and provision of construction materials, or methods; Coordinates construction inspection activities with those of other divisions and outside agencies and organizations; Coordinates informational reviews and updates with appropriate management staff and provides guidance and leadership with the implementation of revised, adjusted and/or new work procedures; Develops and administers training and development programs for

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EXAMPLES OF WORK: (Continued)

employees, and trains new workers in the proper use of equipment, materials and other safety measures; Develops and implements an annual preventive and corrective maintenance program for the assigned City water infrastructure and systems; Develops and transmits reports to the Water Superintendent documenting work accomplished, program needs, and recommendations for upgrading and maintaining the MDC's facilities and systems; Directs and coordinates the review of work plans for assigned construction inspection services and activities; Enforces inspection decisions; Ensures compliance with the plans, specifications and internal engineering construction standards; Ensures that all relevant safety and regulatory requirements are met and that all assigned personnel comply with such requirements; Ensures that work and safety procedures including confined space entry, hazard materials communication, lockout/tagout are up to date and complete; Establishes emergency response procedures for water blockages, pump failures and other equipment problems; Identifies and analyzes opportunities for improving service delivery methods and procedures; Identifies and calculates resource needs; Inspects standard and highly complex utility pipeline and building mechanical systems construction; Instructs contractors in construction practices and in correcting construction errors; Leads construction inspection teams in the largest projects or on-going construction programs, as assigned; Maintains detailed records of inspection activities; Maintains inventories of spare parts, materials and expendable supplies; Meets with staff to provide input to identify and resolve problems; Oversees projects carried out by contractors; Participates as an attendee to a variety of committees; Performs field inspections and approves construction work; Prepares reports, completes forms and compiles information on completed work assignments and employee effort; Provides on-the-job training and staff development in the area of inspection and workplace safety; Records and investigates sewer service requests, equipment breakdowns and other major problems in order to identify and implement corrective actions as required; Reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; Stays abreast of new trends and innovations in the field on construction inspection; Takes appropriate action to correct or remediate construction issues or concerns; Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of and ability to apply management principles and techniques; Considerable knowledge of construction inspection principles and practices; Considerable knowledge of relevant state and federal laws, statutes and regulations; Knowledge and ability in operational characteristics, services, and activities of a comprehensive construction inspection program including maintaining construction records and to prepare inspection reports; Knowledge in principles of supervision, training, and performance evaluation; Knowledge of budget control; Knowledge of construction inspection principles and practices;

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (Continued)

Knowledge of contract preparation and administration; Knowledge of land surveying principles and practices; Knowledge of OSHA regulations and construction safety precautions pertaining to the work; Ability in mathematics as applied to surveying and related operations; Ability to communicate clearly and concisely, both orally and in writing; Ability to coordinate construction inspection services; Ability to establish and maintain effective working relationships with coworkers, contractors, consultants, and the general public; Ability to follow land and construction survey procedures; Ability to interpret and explain City construction inspection policies and procedures; Ability to maintain appropriate construction records and to prepare inspection reports; Ability to prepare plans, specifications and cost estimates for equipment, services and repairs; Ability to read and interpret plans, specifications, maps, drawings, contracts and work orders; Ability to work with a diverse group of individuals.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING REQUIRED EXPERIENCE:

EDUCATION AND EXPERIENCE:

- Graduation from high school or certification of having passed the General Educational Development (GED) certification examination and eight (8) years of professional experience in construction inspection including surveying experience involving large scale and complex construction projects; or an equivalent combination of education and qualifying experience on a year-for-year basis. One (1) year of the experience must have been in a lead or supervisory capacity.
- College training may be substituted for the experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in architecture, construction management, engineering or public administration may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENTS:

- Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's license with a good driving history.

COPIES OF APPLICABLE DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION - COLLEGE DEGREE, TRANSCRIPTS, ETC.

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the Civil Service Commission within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V

EEOP Utilization Report available upon request

JP 9/23/2020

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements: Construction Manager/Inspector

Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. Incumbents in this class may be required to lift moderate weights; may be exposed to some risk of injury from kitchen equipment and from students. A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

Frequency: An "X" has been placed in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception				X				
Standing				X	Color Distinction				X				
Walking				X	Peripheral Vision				X				
Sitting		X			Driving		X						
Lifting			X		Physical Strength:								
Carrying			X		Little Physical Effort (-10 lbs.)			X					
Pushing			X		Light Work (-20 lbs.)			X					
Pulling			X		Medium Work (20-50 lbs.)			X					
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)		X						
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling		X			Temperature Changes			X					
Reaching			X		Wetness		X						
Handling				X	Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals			X					
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids		X						
Repetitive Motion				X	Exposure to Dampness		X						
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X						
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far				X	Physical Danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Commission when necessary.