

EMPLOYMENT OPPORTUNITY WITH LAKE OF THE WOODS COUNTY

LAKE OF THE WOODS COUNTY INVITES APPLICATIONS FOR THE POSITION OF **INSPECTOR OR ENGINEERING TECHNICIAN**

Lake of the Woods County Public Works Department, Baudette, MN is inviting applications for an Inspector. Consideration will be given to hiring an Engineering Technician if an Inspector does not apply for the position.

INSPECTOR- GENERAL DUTIES:

Under the direction of the Assistant County Engineer, incumbent serves as design technician, construction inspector, survey technician, and material's technician on state aid and federal aid projects.

MINIMUM QUALIFICATIONS:

- High school diploma AND two years of continuing education in civil engineering field AND two years of experience in surveying, construction inspection, and design of roads and bridges on state or federal projects; or equivalent
- Attends appropriate training seminars and has or can obtain certification in all areas of project inspection
- Possess and maintain a Minnesota Class D driver's license
- Able to operate all county highway department survey and inspection vehicles and equipment

Salary: Hourly \$20.86 - \$26.05 plus an excellent benefit package

ENGINEERING TECHNICIAN – GENERAL DUTIES:

Under the direction of the Assistant County Engineer, incumbent serves as design technician, construction inspector, survey technician, and material's technician on state aid and federal aid projects.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Possess and maintain a Minnesota Class D driver's license
- Able to operate all county highway department survey and inspection vehicles and equipment

Salary: Hourly \$17.66- \$22.01 plus an excellent benefit package

A detailed job description and application can be obtained by contacting, Savanna Slick, Human Resources Director, Lake of the Woods County, 206 8th Ave. SE, Baudette, MN 56623, (218) 634-2430 or on the County website <http://www.co.lake-of-the-woods.mn.us/JobPostings.aspx>

Closing Date: Friday, August 10th 2018

Lake of the Woods is an Equal Opportunity Employer



LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

DATE: November 2017

JOB TITLE: Senior Inspector II

DEPARTMENT: Public Works - Highway

JOB GRADE: 12

FLSA: Non-Exempt & Union

REPORTS TO: Assistant County Engineer

SUPERVISES: Temporary Engineer Technician/Laborer

GENERAL DUTIES:

Under the direction of the Assistant County Engineer, incumbent serves as design technician, construction inspector, survey technician, and material's technician on state aid and federal aid projects.

MINIMUM QUALIFICATIONS:

- High school diploma AND two years of continuing education in civil engineering field AND two years of experience in surveying, construction inspection, and design of roads and bridges on state or federal projects; or equivalent
- Attends appropriate training seminars and has or can obtain certification in all areas of project inspection
- Possess and maintain a Minnesota Class D driver's license
- Able to operate all county highway department survey and inspection vehicles and equipment

PREFERRED QUALIFICATIONS:

- Five years of experience in construction inspection
- Current MnDOT certification in various areas of construction inspection

KNOWLEDGE, SKILLS AND ABILITY:

- Must be highly proficient in the use of general and advanced computer systems and related software including AutoCAD, Civil 3D design software and Survey Grade GPS;
- Must have good communication skills for dealing with contractors and the public.

ESSENTIAL FUNCTIONS:

- Participates in design, drafts and computes quantities on road and bridge projects in accordance with state and federal requirements. Computes right-of-way requirements and drafts initial descriptions.
- Acts as survey crew for preliminary surveys, construction staking, right-of-way staking, property and section corner location and re-establishment using GPS, total station, differential level, , steel tapes and other survey equipment. Prepares field notes and computes final data.
- Serves as inspector on state aid and federal aid projects. Prepares construction progress reports, computes partial payment quantities, performs material testing and inspection, ensures compliance with

contract plans and specifications and informs contractor representative when construction is not in compliance. Keeps accurate construction diary and notes. Ensures contractor complies with work zone safety requirements and safe construction practices. Interviews contractor employees to ensure labor provision compliances. Advises Engineer in difficult matters.

- Communicates with property owners along construction project and advises of delays, precautions, addresses property owner's concerns, and advises contractor on responsibility to property owners. Advises Engineer of major problems.
- Inspects bridges and railroad crossings according to state and federal requirements and updates associated annual report. Advises Engineer of bridges needing major repair or replacement.
- Provides training and work direction to temporary engineering technicians during construction.
- May operate road maintenance equipment in the event of maintenance crew shortage.
- May be utilized in record keeping and compliance reporting for solid waste.
- Must work non-standard and long hours as necessary during construction season and as required.
- Responsible for personal safety and the safety of the survey crew.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Other duties as assigned or required.

WORKING CONDITIONS AND ENVIRONMENT:

This position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas. During the construction season, outdoor work is frequent with exposure to equipment noise, weather, dirt, dust, and insects.

There is sustained exposure to sitting and standing. Must be able to work outside in adverse conditions and stand without assistance for extended periods of time. There is frequent exposure to computer keyboards and video screens and intermittent exposure to lifting up to 60 pounds, or larger amounts with assistance.

SAFETY DUTIES:

- Cooperates with the County's Safety Program and conducts work habits in a manner that ensures the safety of all employees.
- Responsible for behavior that is consistent with OSHA regulations, the County policies, departmental safety rules and office policies. Attends all required safety training sessions.



LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

DATE: November, 2017

JOB TITLE: Engineering Technician

DEPARTMENT: Public Works - Highway

JOB GRADE: 9

FLSA: Non-Exempt & Union

REPORTS TO: Assistant County Engineer

SUPERVISES: N/A

GENERAL DUTIES:

Under the direction of the Assistant County Engineer, incumbent serves as design technician, construction inspector, survey technician, and material's technician on state aid and federal aid projects.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Possess and maintain a Minnesota Class D driver's license
- Able to operate all county highway department survey and inspection vehicles and equipment

PREFERRED QUALIFICATIONS:

- Two years of continuing education in civil engineering field or four years of related experience
- Current MnDOT certification in various areas of construction inspection

KNOWLEDGE, SKILLS AND ABILITY:

- Must be highly proficient in the use of general and advanced computer systems and related software including Microsoft Office, highway design software, Auto CAD, construction management software and an ability to readily learn new and updated programs.
- Must have good communication skills for dealing with contractors and the public.
- Attends appropriate training seminars and has or can obtain certification in all areas of project inspection

ESSENTIAL FUNCTIONS:

- Participates in design, drafts and computes quantities on road and bridge projects in accordance with state and federal requirements. Computes right-of-way requirements and drafts initial descriptions.

- Assists in surveying, including preliminary surveys, construction staking, right-of-way staking, property and section corner location and re-establishment using GPS, total station, differential level, steel tapes and other survey equipment. Prepares field notes and computes final data.
- Participates in inspection of state aid and federal aid projects. Prepares construction progress reports, computes partial payment quantities, performs material testing and inspection, ensures compliance with contract plans and specifications and informs contractor representative when construction is not in compliance. Keeps accurate construction diary and notes. Interviews contractor employees to ensure labor provision compliances.
- Communicates with property owners along construction project and advises of delays, precautions, addresses property owner's concerns, and advises contractor on responsibility to property owners. Advises Engineer of major problems.
- Assists in the inspection of bridges and railroad crossings according to state and federal requirements and updates associated annual report.
- May operate road maintenance equipment in the event of maintenance crew shortage.
- May be utilized in record keeping and compliance reporting for solid waste.
- Must work non-standard and long hours as necessary during construction season and as required.
- Responsible for personal safety and ensures contractor complies with work zone safety requirements and safe construction practices.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Other duties as assigned or required.

WORKING CONDITIONS AND ENVIRONMENT:

This position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas. During the construction season, outdoor work is frequent with exposure to equipment noise, weather, dirt, dust, and insects.

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