



VILLAGE OF ALLOUEZ JOB POSTING

JOB TITLE: Seasonal Engineering Inspector

The Village of Allouez Department of Public Works is accepting applications for a Seasonal Engineering Inspector position for this year's construction season. The Department is looking for an individual that has an understanding of and interest in civil engineering and the inspection processes that accompany the career. A general understanding of AutoCAD, excel, and land surveying would be beneficial as well.

This seasonal position is from May through October with a flexible working schedule to accommodate the needs of the Department. The typical work week is 4 nine hour days Monday through Thursday 6:30 a.m. to 3:30 p.m., and four hours on Friday 6:30 a.m. to 10:30 a.m. Due to ongoing projects this position may require working overtime. Working responsibilities encompass all aspects of the Public Works department. Day-to-day duties will include, but are not limited to, project inspection, documenting daily activities and quantities, miscellaneous office work, and assisting fulltime staff with their responsibilities. Anticipated wage for the Seasonal Engineering Inspector position is (\$14-17/hr).

If you are at least 18 years old, have a valid driver's license, and are enrolled in an engineering program or other applicable field of study, we would like to add you to our team for this summer. You can apply by sending a completed application to:

Village of Allouez
Department of Public Works
1900 Libal St.
Green Bay, WI 54301
Attn: Derek Taylor
Email: derek.taylor@villageofallouez.com



VILLAGE OF ALLOUEZ POSITION DESCRIPTION

POSITION TITLE: Seasonal Engineering Inspector **APPROVED:**

REPORTS TO: Director of Public Works **FLSA STATUS:** Non-exempt

JOB PURPOSE: The Seasonal Engineering Inspector will work with the public works department to assist with construction projects and other miscellaneous tasks.

This is an opportunity for an individual interested in engineering and construction in a municipal government setting.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Represent the Village of Allouez on the construction site when the contractor is working, usually in excess of 8 hours per day. Work includes effective interaction and communication with surveyors, soil testers, engineers, and construction personnel.
- Use and learn about contract specifications and plan-reading skills along with basic leveling skills to ensure that construction complies with project plans and specifications.
- Perform inspection for utility and roadway construction projects.
- Verify/record constructed locations of installed utilities.
- Maintain a daily log of all construction activities and pertinent conversations or instructions discussed with the contractor(s).
- Keep track of construction pay item quantities on a daily basis.
- Use basic surveying skills to verify established plan grades.
- Communicate/report to Village staff on project progress.

POSITION QUALIFICATIONS:

Enrolled in or a recent graduate of a college, university or technical school with course work in civil engineering or other related field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Detail-oriented with strong written and verbal communication skills, and comfortable working in teams as well as individually.
- Experience with AutoCAD, Microsoft Excel, Construction Inspection, and Surveying are highly desirable.
- Ability to multi-task, work quickly and on deadline.
- Prior experience or other internships a plus, but not required.

SUPERVISION/DECISION MAKING:

Does not supervise other employees. Decisions affect the operation of the entire village. Receives administrative direction, sets own standards and works within overall policies, goals, and budget limits set forth.

INTERACTION:

Frequent inside and outside contacts with co-workers, immediate supervisor, contractors and residents. Contacts involve matters where judgment must be exercised to obtain approval where differences of opinions exist.

HOURS OF WORK:

This position is a paid, full-time position (40 hours/week). Overtime work may be required.

SEASONAL WORKING WINDOW:

May through October

Hours may be flexible to accommodate the needs of the job. Punctuality for this position is required.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time.