West Bloomfield Township is accepting applications for the following position:

**Position:** Engineering Inspector  
**Department:** Development Services  
**Salary:** $51,343.50 - $70,336.50

**General Summary:**  
Administers the grading and soil erosion control ordinance, right of way descriptions, use and occupancy ordinance, and data collection using GPS. Responds to complaints regarding drainage and flooding problems. Performs inspections of underground utility installations, road paving, other public works, and other customer service/engineering tasks as assigned.

**Basic Qualifications:**  
- Education - two years of college level engineering coursework in surveying, construction and related civil engineering area **required**.
- Experience - two years of experience in the installation and/or inspection of public utilities including review and analysis of proper retention, storm drainage and grading construction requirements and/or surveying.

**Special Qualifications:**  
- Knowledge of use of GIS systems equipment and software.
- Knowledge of how to use a Personal Computer for data entry and GIS.

Applications can be obtained from our website: www.wbtownship.org/jobs, or at the Human Resources Department, 4550 Walnut Lake Road, West Bloomfield. Qualified applicants must submit a completed application to be considered.

**Position open until Wednesday, February 17, 2021**

Equal Opportunity Employer
WEST BLOOMFIELD TOWNSHIP
Job Description
Inspector - Engineering

Adopted: 8/30/2002 Pay Grade: 6.0

General Summary:
Administers the grading and soil erosion control ordinance, right of way descriptions, use and occupancy ordinance, and data collection using GPS. Responds to complaints regarding drainage and flooding problems. Performs inspections of underground utility installations, road paving, other public works, and other customer service / engineering tasks as assigned.

Representative Duties and Responsibilities which may be considered Essential Function(s):

Clerical
- Answers: phones, inquiries concerning public utilities, engineering, grading and soil erosion ordinances.
- Enters: data into databases and GIS.
- Maintains: inspection and permit records.

Technical
- Advises: contractors on township requirements for public works and utilities and the grading and soil erosion control ordinances.
- Review: grading permit plans, public utility plans, and building plans.
- Approvals: Authorizes grading permit plans, public utility plans, and building plans site approvals for temporary and final Certificates of Occupancy.
- Consults: and advises citizens and engineering staff addressing drainage issues.
- Coordinates: issues with contractors, residents, engineering during construction process or complaints; with building and planning department on approvals, permits, and construction; safety path maintenance including receiving complaints, inspecting paths, determining repairs, and coordinating repair work.
- Designs: field adjustments to provide alternative solutions based on field conditions.
- Handles: storm drainage and flooding complaints including dealing with appropriate state, county, federal agencies.
- Inspects: sites for compliance with plans and to develop remedies for drainage problems, Public utility installations, road paving, and other public works.
Technical (continued)
- Gathers: data collection on public works, facilities, and structures using GPS equipment.
- Trains: Other employees in the use of GPS/Survey equipment.

Special Items
- May performs the duties of other clerical personnel in the department as assigned.
- May be assigned unique tasks to the department within the competency level of the other tasks described in this document.
- The preceding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.

Basic Qualifications
- Education - two years of college level engineering coursework in surveying, construction and related civil engineering area required. (Note: This requirement does not apply to current employees).
- Experience - two years experience in the installation and / or inspection of public utilities including review and analysis of proper retention, storm drainage and grading construction requirements and / or surveying.

Special Qualifications
- Knowledge of use of GIS systems equipment and software.
- Knowledge of how to use a Personal Computer for data entry and GIS.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional requirements.

Equipment and Tools Used
Automobiles, survey equipment, GPS and personal computers.

Abilities
Math - An understanding of percentages, fractions, ratios, rates, measurements and calculations is required.

Reading - Ability to read and comprehend moderately complex manuals and instructions
provided by vendors in support of equipment, hardware and tools. Ability to read blueprints and maps, electrical schematic drawings.

**Abilities (continued)**

Writing - Ability to write complex instructions and communicate problems, procedures for supervision or citizens.

Speaking - Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using correct English.

**Physical Requirements: (considered moderate work/occasionally heavy)**

Lifting - up to 60 pounds on a rare basis. Up to 15 pounds on an occasionally basis.

Moving - ability to transfer/push materials up to 100 lbs by pushing or the use of lift trucks.

Movement - Ability to maneuver as necessary to inspect materials, buildings, and facilities.

Kneeling, stooping, reaching, climbing required.

Walking - frequently; Standing - frequently; Sitting – occasionally; Riding in vehicle - frequently

Use of hands - frequently

Reaching - frequently

Vision - near and far vision required, color vision required.

Hearing - must be able to hear and understand normal speech in same room and on phone.

**Environment and Hazards**

Noise – moderate equipment noise frequently, not requiring ear protection.

Electrical hazards - rarely. Caustic chemicals – rarely.

Extreme outdoor temperatures - occasionally. Moving equipment hazards - occasionally.

Dangerous persons - rarely. Weapons - no.


Dust – occasionally