



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102 Burlington, VT 05401

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EXCAVATION INSPECTOR PUBLIC WORKS DEPARTMENT

POSTING DATE: July 20, 2016
RATE OF PAY: \$22.5494/hr
EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: July 29, 2016
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 16
UNION: AFSCME

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for administering the rules and requirements established within the Burlington City Code of Ordinances primarily those rules and standards found in Chapter 27 Streets and Sidewalks, rules that are written with the intent to protect and preserve the safety and integrity of the public right of way.

ESSENTIAL JOB FUNCTIONS:

- Provide support to the street capital program.
- Perform survey, assessments to the Roadway infrastructure (sidewalk, Curb, Storm-water System, Roadway Surface).
- Provide Quality Control and Quality Assurance for construction work performed by contractor or City crews within the right of way.
- Administer and Issue Permits for:
 - Excavation
 - Obstruction & Encumbrances
 - Curb Cuts
 - Sandwich Boards
- Enter Permit information into the City's database records system to issue and generate the requisite permit.
- Query the City's database system to identify, permit milestone dates, expired permits, or permits soon to be beyond the 3 year warrantee period.
- Enforce the rules and requirements of Burlington City Code of Ordinances Chapter 27 Streets and Sidewalks.
- Monitor backfilling operations; insure proper material and compaction methods are used to fill utility trenches.
- Verify contractor's bond, insurance, underground utilities, trees, traffic plan, and stormwater; coordinate public/private efforts; compute and collect fees.
- Enter permit data on computer records; file hard copies; update billing information.
- Investigate right of way encroachments; inspect and assess traffic and pedestrian safety.
- Evaluate encumbrance permit applications, coordinate review with Street & Sidewalk Manager or City Engineer; review of permit required material; coordinate with City Attorney's Office and Clerk Treasurers Office.
- Issue notices of expired permits.
- Inspect new sewer construction for line, grade, pipe, joints, tap, and bedding.
- Answer requests for information on sewer line locations, right-of-way widths and related data.
- Participate in Site Survey and construction layouts.
- Monitor account receivable balances and follow up where needed to ensure permit holders are issuing timely payment. Prepare standard operating procedures related to job functions.
- Develop and maintain instructional materials for the public regarding the City's permitting process.
- Periodically examine City Ordinances and prepare written proposals for City Council consideration.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Associates Degree in Engineering or related field, or equivalent experience required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Two years of experience in construction, engineering, drafting or similar field required.
- Ability to work independently, efficiently, effectively, to properly document and make use of the City's database systems to properly record and cross-reference permit information.
- Demonstrated knowledge of a solid understanding of proper construction techniques and practices applied within the civil engineering discipline.
- Demonstrated good judgment in interpreting and applying the specified rules and standards.
- Ability to interact with the public in a way that commands respect
- Demonstrated sound organizational skills to properly document activities within the right of way.
- Demonstrated knowledge of civil engineering techniques and mathematics.
- Ability to read blueprints and drafting specifications.
- Ability to establish and maintain effective communications and working relationships with contractors, utilities representatives, City staff and general public.
- Demonstrated organizational skills required to maintain up-to-date overviews of work in progress and to ensure the implantation of program details.
- Knowledge with computer programs, such as spreadsheet and word processing, required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.

- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401 or via email to jobs@burlingtonvt.gov . To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR . The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.