

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 09/19/18

Closing Date: 09/26/18

TITLE: Inspector Road Openings

SALARY: \$26,443 - \$34,000, commensurate with experience

Hours: 40 35

DEPARTMENT: Planning/Engineering

Union: Mgmt

LOCATION: Northfield

NJCSC Test Required: Yes No

Grant Funded: Yes No

Note: Applicants have a minimum qualification in NICE T II (National Institute Certified Engineering Technician). Must be familiar with the NJDOT construction specification and MUTCD (Manual Uniform Traffic Control Devices).

DEFINITION:

Under direction, inspects road openings for compliance with plans, specifications, and regulations; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in maintenance and construction work which shall have included the reading and interpreting of plans and specifications.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

EXAMPLES OF WORK:

Makes periodic inspections of road openings for underground utility construction and connections, fuel oil tank installation within the right of way, curb cutting, and/or construction for driveway entrances.

Patrols highways to see when these road openings are made, how they are made, how they are backfilled, and how they are left safety-wise for the traveling public.

Investigates and reports on complaints concerning other highway conditions in addition to permit work.

Meets in the field with property owners, their contractors or representatives, developers, or utility company workers in advance of any anticipated new construction, and informs them as to the jurisdiction's requirements.

Prepares reports.

Keeps records and files.

May perform responsible clerical work involved in the issuance of road opening permits which is exemplified by these tasks.

Checks permit applications for completeness and compliance with applicable regulations.

May assist applicants in completing applications and answers their questions regarding regulations pertaining to the proposed work.

Issues permits.

Collects permit fees and records monies received in accounts.

Compiles various reports detailing the type and value of work that has been authorized by the granting of permits.

Establishes and maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of methods, procedures, and problems involved in the investigation of road opening permit applications.

Knowledge of methods used in preparing reports and of keeping records.

Ability to read, understand, and apply written directions and explanations.

Ability to understand and apply oral directions, explanations, and demonstrations.

Ability to deal with the public tactfully and promptly.

Ability to take a firm, correct stand where controversies arise.

Ability to prepare reports and to keep records.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at www.aclink.org

**Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401**

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