

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2571

**OPEN COMPETITIVE EXAMINATION FOR: CONSTRUCTION
MANAGER/INSPECTOR**

SALARY: \$76,861.75 ~ \$98,822.25 PER YEAR (Exempt)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:30 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

- Acts as principal liaison between the City Engineers and contractors;
- Analyzes information related to the City's effectiveness and efficiency;
- Assigns work activities and projects; Assigns, reviews, monitors and tracks work performed in the field;
- Assists in controlling and accounting for expenditures within fund allocations;
- Assists in developing requests for bids and selecting contractors;
- Assists in evaluating work performance of assigned personnel and recommends appropriate corrective action as necessary;
- Assists in settling disputes arising between contractor and inspector during the performance of the contracts;
- Participates in public meetings and/or hearings and addresses and promptly disposes of public complaints;
- Assists the Water Superintendent, City Engineer and the Director of Public Works in identifying repair and upgrading projects requiring the work of outside contractors;
- Assures safe work practices;
- Attends and participates in professional group meetings; Compiles and prepares reports;
- Confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation, and use and provision of construction materials, or methods;
- Coordinates construction inspection activities with those of other divisions, departments, and outside agencies and organizations;

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EXAMPLES OF WORK, Cont'd: (Illustrative only)

- Coordinates informational reviews and updates with appropriate management staff and provides guidance and leadership with the implementation of revised, adjusted and/or new work procedures;
- Develops and administers training and development programs for employees, and trains new workers in the proper use of equipment, materials and other workplace safety measures;
- Develops and implements an annual preventive and corrective maintenance program for the assigned infrastructure and systems;
- Develops and transmits reports to the Water Superintendent or appropriate department documenting work accomplished, program needs, and recommendations for upgrading and maintaining the City's/MDC's facilities and systems;
- Directs and coordinates the review of work plans for assigned construction inspection services and activities; Enforces inspection decisions;
- Ensures compliance with the plans, specifications and internal engineering construction standards; Ensures that all relevant safety and regulatory requirements are met and that all assigned personnel comply with such requirements;
- Ensures that work and safety procedures including confined space entry, hazard materials communication, trench safety, traffic control and lockout/tagout are up to date and complete;
- Establishes emergency response procedures for water blockages, pump failures and other equipment problems;
- Identifies and analyzes opportunities for improving service delivery methods and procedures;
- Identifies and calculates needs;
- Inspects standard and highly complex utility, pipeline/infrastructure and building mechanical systems;
- Instructs contractors in construction practices and in correcting construction errors;
- Leads construction inspection teams in projects or on-going construction programs, as assigned;
- Maintains detailed records of inspection activities;
- Maintains inventories of spare parts, materials and expendable supplies;
- Meets with staff to provide input to identify and resolve problems;
- Oversees projects carried out by contractors;
- Participates as an attendee to a variety of committees;
- Performs field inspections and approves construction work;
- Prepares reports, completes forms and compiles information on completed work assignments and employee effort;
- Provides on-the-job training and staff development in the area of inspection and workplace safety;
- Records and investigates sewer service requests, equipment breakdowns and other major problems in order to identify and implement corrective actions as required;
- Prepares reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments;
- Stays abreast of new trends and innovations in the field on construction inspection;
- Takes appropriate action to correct or remediate construction issues or concerns;
- Performs related duties as required.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Considerable knowledge of and ability to apply construction management principles and techniques;
- Considerable knowledge of construction inspection principles and practices; Considerable knowledge of relevant state and federal laws, statutes and regulations;
- Knowledge and ability in operational characteristics, services, and activities of a comprehensive construction inspection program including maintaining construction records and to prepare inspection reports;
- Knowledge in principles supervision, training, and performance evaluation; Knowledge of budget control;
- Knowledge of contract preparation and administration;
- Knowledge of land surveying principles and practices;
- Knowledge of OSHA regulations and construction safety precautions pertaining to the work;
- Ability in mathematics as applied to surveying and related operations;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to coordinate construction inspection services;
- Ability to establish and maintain effective working relationships with coworkers, contractors, consultants;
- Ability to follow land and construction survey procedures;
- Ability to interpret and explain City construction inspection policies and procedures;
- Ability to maintain appropriate construction records and to prepare inspection reports;
- Ability to review and/or prepare plans, specifications and cost estimates for equipment, services and construction;
- Ability to read and interpret plans, specifications, maps, drawings, contracts and work orders;
- Ability to work with a diverse group of individuals;
- Familiarity with Microsoft Office, Auto CADD and GIS required.
- Ability to review or assist in preparation of as-build or assist in preparation of as-build and record drawings;
- Knowledge of activities of a comprehensive construction inspection program including maintaining construction records and to prepare inspection reports;
- Knowledge in principles of supervision, training, and performance evaluation;
- Knowledge of budget control;
- Knowledge of construction inspection principles and practices;

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**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR
APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING
EXPERIENCE:**

Graduation from high school or certification of having passed the General Educational Development (GED) certification examination and eight (8) years of professional experience in construction inspection including surveying experience involving large scale and complex construction projects; or an equivalent combination of education and qualifying experience on a year-for-year basis. One (1) year of the experience must have been in a lead or supervisory capacity.

Substitutions Allowed:

College training in a related field may be substituted for the experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in architecture, construction management, engineering or public administration may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENT:

LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS

Incumbents in this class are required to possess and retain a valid Motor Vehicle Class D Operator's License with a good driving history.

**COPIES OF DIPLOMA OR TRANSCRIPTS MUST BE SUBMITTED
AT TIME OF APPLICATION**

In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process**- An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V
EEOP Utilization Report available upon request

4/24/24 USAR mj

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements: Construction Manager/Inspector

Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. Incumbents in this class may be required to lift moderate weights; may be exposed to some risk of injury from kitchen equipment and from students. A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

Frequency: An "X" has been placed in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving		X		
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)			X	
Pulling			X		Medium Work (20-50 lbs.)			X	
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)		X		
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling				X	Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to Bodily Fluids		X		
Repetitive Motion				X	Exposure to Dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical Danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.