

Middletown, CT Job Description

Classification Title	Sidewalk Inspector
Job Code	
Department	Public Works
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to supervise the construction and repair of sidewalks and roads.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Responds to and investigates resident complaints regarding sidewalks.
- Determines repair and outsourcing needs. Generates purchase order and final inspection.
- Acts as City Eviction Officer. Verifies moving company licenses and insurance. Receives and forwards bills from moving companies. Complete notice of auction paperwork.
- Supervises the work of the current Tree Company. Compiles tree bid list for removals and pruning. Purchases trees to be planted on city property.
- Assists with implementation of sidewalk ordinance. Meets with business owners to discuss possibility of outdoor patios. Takes measurements to ensure limitations are not exceeded. Conducts group inspection to approve outdoor patios.
- Enforces City parking ban, as needed.
- Purchases supplies, materials and equipment for sidewalks and trees.
- Removes illegally placed signs from sidewalks.
- Represents the department in regard to lawsuits pending against the City for accidents occurring on sidewalks.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

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High School Diploma or equivalent and at least three years of experience in construction.

Appropriate education substitutions can be made.

Other

- Connecticut Driver's License.

PREFERRED QUALIFICATIONS

Bachelor's degree, five years of experience in construction and Certified Tree Warden.

KNOWLEDGE, SKILLS, and ABILITIES

- Ability to write purchase orders
- Ability to prune trees
- Knowledge of city codes and ordinances
- Ability to relate to and interact with a non-traditional and diverse student and employee population
- Ability to work independently
- Ability to apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to develop and write reports, policies, and correspondence
- Ability to handle common inquiries or complaints
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to exercise good judgment and focus on detail as required by the job

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- Ability to operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to use (or learn to use) computer software and systems applicable to the position
- Ability to follow oral and written instructions and procedures
- Ability to collect, organize, and interpret data and prepare accurate records
- Ability to meet schedules and deadlines of the work unit
- Communicate in English effectively orally and in writing
- Ability to maintain well-organized materials, files, systems and tools
- Ability to adapt to changes in work situations and priorities
- Ability to reason/analyze; use logic to identify and resolve problems
- Ability to evaluate, organize, and summarize data and information
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, and intense noises.

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The City of Middletown, CT 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 encourages both prospective and current employees to discuss potential accommodations with the employer.

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Dates revised	