

ENGINEERING ASSISTANT III AND BUILDING INSPECTOR

General Statement of Duties: Under general supervision, perform CAD, engineering drafting, field survey and inspection work, operate survey instruments, building inspection, plan review and perform related work as required.

Supervision Received: Work is performed under the general supervision of the City Engineer or other designated official.

Supervision Exercised: Supervision may be exercised over contractors performing work under contract with the City of Wyandotte.

Typical Examples of Work: An employee in this class, may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform).

- Prepare plans, designs and layouts for proposed construction projects utilizing AutoCAD.
- Assist in performing responsible field engineering and surveying work including the layout and setting grades for street paving, resurfacing, sewer construction, water mains, sidewalk construction, recreation facilities and other construction facilities and projects.
- Participate in field survey party in establishing bench marks, property lines and other measurements.
- Take samples and test construction materials.
- Assemble data, prepare reports, correspondence, charts and graphs.
- Prepare specifications and estimates for engineering or public works projects and perform inspection work to ensure conformity of construction with plans and established standards.
- Measure and record for payment quantities of work installed by contractors.
- Make engineering or architectural drawings, tracings and cross sections.
- Review plans and specifications for new buildings and the remodeling or alteration of buildings before permits are issued to ensure compliance with ordinances and building codes.
- Inspect building construction, remodeling and demolition to ensure compliance with ordinances and building codes.
- Inform and advise contractors and home owners regarding building codes and give information on proper construction methods and procedures.
- Advise and assist contractors, builders and the general public in preparing applications and issuing permits.
- Perform related work as required.

Desirable Qualifications for Employment:

- Considerable knowledge in AutoCAD with ability to produce engineering or architectural drawings.
- Knowledge of surveying principles, practices and procedures and skill in the use of survey instruments.
- Reasonable knowledge of civil engineering practices and procedures.

Desirable Qualifications for Employment Continued:

- Reasonable knowledge of the nomenclature and conventional symbols of drafting, projection, and mathematical tables.
- Ability to read and interpret blueprints and specifications.
- Familiarity with construction equipment, materials and supplies used in public works and engineering work.
- Ability to assemble data and prepare clear and accurate reports.
- Ability to supervise the work of a field survey crew.
- Ability to work effectively with the public and other employees.

Requirements:

- Bachelors Degree in related field required
- Registered as a Building Inspector/Plan Reviewer with the Michigan Department of Labor or ability to become registered.

12/11/15