

# ON-CALL PROJECT INSPECTORS

**DEPARTMENT:** Public Works

**ENTRY WAGE RANGE:** \$30.00 per hour; ON-CALL / AS NEEDED

**POSTING DATES:** March 15 – open continuously

## **THE POSITION:**

The Skagit County Public Works Department is accepting applications for placement on a roster of On-Call Project Inspectors to assist as needed for inspection of Public Works projects.

## **ESSENTIAL RESPONSIBILITIES:**

**Traffic control:** Experience and familiarity with traffic control practices and procedures as outlined in the MUTCD.

**Job costs:** Knowledge of what is required in time and materials to perform various construction techniques and job items.

**Utilities:** Ability to work with utilities on the job site and coordinate utility work with a number of companies.

**Scheduling skills:** Must have experience with construction job progress and the ability to review contractor schedules for problems or conflicts. Also must be able to keep project moving and on-track.

**Documentation skills:** Ability to use Washington State Department of Transportation inspection forms and able to keep good field diary notes. Ability to keep track of anticipated change order costs that are occurring in the field and ability to use a camera for construction type photographs.

**Public Relations skills:** Ability to work with the motoring public and local residents. Must be able to resolve conflicts and solve problems.

**Plans and Specifications:** Ability to read and review project plan sets for construction. If required, ability to perform a constructability review before bid award.

**Survey:** Ability to read construction slope stakes and possess a general command of survey skills.

**Procedures:** Familiarity with WSDOT Standard Specifications, the materials testing manual, the WSDOT construction manual and other WSDOT practices and procedures related to Public Works construction projects.

## **MINIMUM REQUIREMENTS:**

At least five years of road and bridge construction experience with private industry, a local agency, or the Washington State Department of Transportation (WSDOT) performing: excavation, fill, grading, paving, pipe/culvert work, guardrail, concrete work, retaining walls, bridge work, erosion control. Also requires knowledge of compaction, materials and material testing, and paving.

## **APPLICATION PROCEDURE:**

Resumes are accepted and encouraged but **must be accompanied by a completed Skagit County application form and "Required Supplemental Information Sheet for On-Call Project Inspector"** Submit applications to: Skagit County Personnel Department, 700 South Second St., Rm 101, Mount Vernon, WA 98273. Office hours: 7:30 a.m. – 4:30 p.m. Monday – Friday. Applications postmarked prior to the closing, but received after the closing date, will not be accepted. Applications and job announcements are also available at our web site: [www.skagitcounty.net](http://www.skagitcounty.net)

## **ROSTER UTILIZATION PROCESS:**

Applicants identifying necessary skills, abilities, and experience will be placed on an eligibility list to be used by Public Works when Project Inspectors are needed.

**REQUIRED SUPPLEMENTAL INFORMATION SHEET: On-Call Project Inspector Application**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (please print)

1. Are there any times of the year when you are NOT available? If so, please list:

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IDENTIFICATION OF SKILLS AND ABILITIES:

SKILLS AND ABILITIES	LENGTH OF TIME / EXPERIENCE	BRIEF DESCRIPTION OF WORK PERFORMED
<p><b>Traffic control:</b> Experience and familiarity with traffic control practices and procedures as outlined in the MUTCD.</p>		
<p><b>Job costs:</b> Knowledge of what is required in time and materials to perform various construction techniques and job items.</p>		
<p><b>Utilities:</b> Ability to work with utilities on the job site and coordinate utility work with a number of companies.</p>		

SKILLS AND ABILITIES	LENGTH OF TIME / EXPERIENCE	BRIEF DESCRIPTION OF WORK PERFORMED
<p><b>Scheduling skills:</b> Must have experience with construction job progress and the ability to review contractor schedules for problems or conflicts. Also must be able to keep project moving and on-track.</p>		
<p><b>Documentation skills:</b> Ability to use WSDOT inspection forms and able to keep good field diary notes. Ability to keep track of anticipated change order costs that are occurring in the field and ability to use a camera for construction type photographs.</p>		
<p><b>Public Relations skills:</b> Ability to work with the motoring public and local residents. Must be able to resolve conflicts and solve problems.</p>		
<p><b>Plans and Specifications:</b> Ability to read and review project plan sets</p>		

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<p><b>Survey:</b> Ability to read construction slope stakes and possess a general command of survey skills.</p>		
<p><b>Procedures:</b> Familiarity with WSDOT Standard Specifications, the materials testing manual, the WSDOT construction manual and other WSDOT practices and procedures related to Public Works construction projects.</p>		