



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

PERMIT INSPECTOR *Public Facilities*

Salary and Benefits: \$65,000.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; these benefits include retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits. This is a unionized position.

To Apply: Please email a cover letter, resume, and supplied application to COB.Jobs@BridgeportCT.gov.

Accepting complete submissions until the position is filled.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport)

Municipal Profile

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The city has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

GENERAL STATEMENT OF DUTIES

Under the direction of the City Engineer and directly reporting to the Permit Supervisor, coordinates License and permit responsibilities including excavation permits, sidewalk permit and occupancy permits. The Permit Inspector also assists Engineering with various civil (municipal) engineering duties in order to complete municipal Capital Improvement engineering projects from start to finish including, project management, inspection, coordination with contractors and other work as related.

SUPERVISION RECEIVED: Acts under the supervision of the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Coordinates and performs inspections relating to various projects, sidewalks, road paving, and construction of developers.
- Assists with annual City programs that include road paving and repairs, crack sealing, pavement markings, and installation and replacement of sidewalks and ramps.
- Inspects private and public work within the Right of Way pertaining to excavations and sidewalk and roadway reconstruction.
- Inspects construction of highway and public works facilities such as: streets, sidewalks, parking lots, recreational facilities and drainage systems.
- Addresses public and private groups on public works improvements.
- Confers with engineers, surveyors, architects, builders, developers, and the public on City engineering and public works matters.

- Coordinates project work with other towns, state and federal agencies as necessary.
- Administers and inspects Maintenance and Protection of Traffic plans for roadway projects.

LICENSES AND CERTIFICATIONS:

- A valid Connecticut Driver's License is required for transportation between various sites.

MINIMUM EDUCATIONAL REQUIREMENTS

- Graduation from a recognized college or university with a Bachelor's degree in Civil Engineering/Civil Engineering Technology or minimum of 5 years of progressively responsible Public facilities experience in Roadway/Civil Construction.

KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum of five (5) years civil construction or public works experience.
- Considerable knowledge of the principles and practices to implement municipal civil public works projects with field associated experience.
- Must be able to read and understand civil construction plans and surveys.
- Working knowledge of the techniques and construction practices used in public works activities.
- Working knowledge of the State of Connecticut DOT design standards.
- Intermediate computer skills using various types of software including Microsoft Office and ability to easily learn new software programs.
- General knowledge of the Connecticut Guidelines for Soil Erosion and Sediment Control.
- Intermediate knowledge of Engineering standards such as ASCE and AASHTO.
- Ability to deal effectively with staff, officials, project personnel and the public.
- Ability to establish an effective working relationship with contractors, developers, utility representatives, co-workers and the general public.
- Ability to effectively communicate orally and in writing.
- Ability to follow quickly and accurately brief oral and written instructions.
- Must be able to work under adverse weather conditions.
- Certification in material testing including but not limited to American Concrete Institute (ACI) and National Institute for Certification in Engineering Technologies (NICET). A minimum of 5 years' experience in civil construction may be allowed in lieu of Certifications.

PHYSICAL DEMANDS:

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift weights up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals or airborne particles, risk of electrical shock, and vibration.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.

This position will require a pre-employment medical examination and drug testing.

An Equal Opportunity Employer

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: (203) 576-7103



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

| | | | |
|----------------------|--|------|--|
| Position Applied for | | Date | |
|----------------------|--|------|--|

| APPLICANT INFORMATION | | | | | | | |
|---|------------------------------|-----------------------------|--|------------------------------|-----------------------------|--|--|
| Last Name | | First Name | | M.I. | | | |
| Mailing Address | | | | Apartment/Unit # | | | |
| City | | State | | ZIP | | | |
| Phone | | | E-mail Address | | | | |
| Commercial Drivers License (CDL) (Yes/No) | | | CT Drivers License (Yes/No) | | | | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | |
| Have you ever worked for the City of Bridgeport before? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when? | | | | |

| EDUCATION | | | | | | | |
|-------------|----|-------------------|------------------------------|-----------------------------|--------|--|--|
| High School | | | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |
| College | | | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |
| Other | | | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |

| REFERENCES | | | |
|---|--|--|--------------|
| <i>Please list three professional references.</i> | | | |
| Full Name | | | Relationship |
| Company | | | Phone |
| Address | | | |
| Full Name | | | Relationship |
| Company | | | Phone |
| Address | | | |
| Full Name | | | Relationship |
| Company | | | Phone |
| Address | | | |

| PREVIOUS EMPLOYMENT | | | | | |
|--|--|----|--|--------------------|----|
| Company | | | | Phone | |
| Address | | | | Supervisor | |
| Job Title | | | | | |
| Responsibilities | | | | | |
| From | | To | | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | | | YES | NO |

| | | | | | |
|--|--|----|--|--------------------|----|
| Company | | | | Phone | |
| Address | | | | Supervisor | |
| Job Title | | | | | |
| Responsibilities | | | | | |
| From | | To | | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | | | YES | NO |

| | | | | | |
|--|--|----|--|--------------------|----|
| Company | | | | Phone | |
| Address | | | | Supervisor | |
| Job Title | | | | | |
| Responsibilities | | | | | |
| From | | To | | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | | | YES | NO |

| DEMOGRAPHICS | | | | |
|--|---------------------------------|--|--|---|
| <p>For the purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p> | | | | |
| GENDER: | FEMALE <input type="checkbox"/> | MALE <input type="checkbox"/> | HISPANIC or LATINO <input type="checkbox"/> | |
| ETHNICITY: | WHITE <input type="checkbox"/> | ASIAN <input type="checkbox"/> | BLACK or AFRICAN AMERICAN <input type="checkbox"/> | AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/> |
| NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/> | | TWO or MORE RACES <input type="checkbox"/> | | OTHER <input type="checkbox"/> |

| DISCLAIMER AND SIGNATURE | |
|--------------------------|------|
| Signature | Date |

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.