

## ENGINEER'S REPRESENTATIVE I

The City of Harrisburg is seeking a candidate to fill the position of Engineer's Representative I in the Department of Public Works, Bureau of Traffic and Engineering. This is an entry level position within the Office of the City Engineer. The employee in this position is responsible for inspecting construction projects for specification compliance. Work is performed under the regular supervision of the City Engineer or his/her designee.

Applicants must possess a high school diploma, or equivalent, supplemented by technical training in highway construction techniques and considerable experience in construction inspection work or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Candidates must also hold a valid Pennsylvania Driver's License, Class C.

We offer a competitive salary package (\$37,114.80 which increases to \$43,664.47 after six months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov/careers](http://www.harrisburgpa.gov/careers)

Job Title

Engineer's Representative I - Department of Public Works – Bureau of Traffic and Engineering

Definition

This is an entry level position within the Office of the City Engineer. The employee in this position shall be responsible for inspecting construction projects for specification compliance. Work is performed under the regular supervision of the City Engineer or designee.

Equipment/Job Location

An employee in this classification performs work in the Office of the City Engineer housed in the McCormick Public Services Center, and at specified locations throughout the City of Harrisburg as necessary. Work involves the use of a computer, telephone, copier/printer, calculator, manhole hook, maps, books containing information about city layout, and operation of a city vehicle. Employee may be exposed to dust, dirt, fumes, loud noises, adverse working and climatic conditions. Duties are typically performed weekdays from 7:30 a.m. to 4:00 p.m.; however, employee may be required to work evenings, weekends, and holidays.

Essential Functions

Work involves, but is not limited to, the following: inspects water, sewer, street, sidewalk and related construction projects of contractors. Responsible for proper compliance of street cuts done by contractors, inspection of paving of bituminous material. Tests the material and oversees the paving projects. Keeps proper and accurate detailed records of construction projects in progress. Obtains the proper State Highway Occupancy Permits and sees that the contractor is in compliance. Opens manhole covers (weighing up to 200 lbs. with assistance of hook as required). Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

Non-Essential Functions

Performs other reasonably related duties in equal or lower classifications as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXIX, Job Classification, Section 1 of the provision of the Basic Labor Agreement.

Required Knowledge and Abilities

- Some knowledge of construction practices, techniques, materials and equipment relating to public works, engineering and utilities.
- Some knowledge of engineering plans, specifications and drawings.
- Ability to read and interpret plans, specifications and blueprints and to compare them with various aspects of construction projects in progress.

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Required Knowledge and Abilities (Cont.)

- Ability to detect errors in construction projects.
- Ability to contact contractors and others to comply with specifications and standards.
- Ability to maintain accurate detailed records in the required format.
- Ability to lift a manhole cover and climb down a ladder up to 25 feet in depth into street cut excavations for inspecting of installations.
- Ability to access, update and maintain files on the City's mainframe computer system.

Qualifications

High School diploma or equivalent.

Education should be supplemented by technical training in highway construction techniques.

Considerable experience in construction inspection work.

Or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Valid Pennsylvania Driver's License, Class C.