

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

PAVING INSPECTOR

Salary:

\$20.70 - \$22.98 per hour

Classification:

Non-Competitive Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance and Dental Insurance

DISTINGUISHING FEATURES OF THE CLASS:

Under the supervision of a City of Utica Senior Engineer, a paving inspector will be assigned to one or more street locations to oversee paving at those specified locations and possibly perform any of the following construction or materials inspection-related tasks. Does related work as required.

TYPICAL WORK ACITIVIES: (Illustrative only)

Earth Inspection:
Inspects contractor’s operations in building earth or rock embarkments that serve as foundations for pavement;
Conducts gradation tests, compaction tests and moisture contact tests to endure materials is of correct size and is properly densified;
Checks thickness of the layer of materials placed and the type and suitability of compaction equipment;
Assists in survey, layout and measurement activities.

On-Site Concrete Inspection:
Inspects contractor’s operations in placement of concrete for pavements and for bridge piers and abutments;
Conducts air content tests, slump tests and obtains cylinders for subsequent load tests;
Inspects contractor’s method of handling and placing concrete to minimize segregation, the finishing of the concrete, and the method of curing, inspects paving trains to ensure a smooth concrete pavement.

Drainage Inspection:

Inspects contractor’s operations in the installation of culverts, sewers and ditches;
Ensures that excavation of trenches is done in a safe manner for proper alignment and grade, that correct material is placed and properly shaped to “bed” the pipe and that backfill over pipe is of correct material and properly compacted.

Asphalt Pavement Inspection:

Inspects contractor’s placement of asphalt pavement;
Ensures temperature for placement is correct, lift thickness is in conformance with specifications, and the asphalt is properly compacted.

Project Support Activities:

Calculates actual construction project length, areas and volumes to support authorization of payments to the contractor;
Performs technical checking activities in support of administering the contract;
Performs other technical and engineering-related functions as required.

Miscellaneous Inspection Assignments:

Construction inspection assignments may also include inspection of curbing, sidewalk, signs, guide railing, pavement markings, landscape items, water, sanitary, traffic signals, maintenance and protection of traffic, highway lighting, fencing, crack sealing, joint filling.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Willingness to learn construction procedures. Ability to follow oral and written instructions. Has time management skills. Familiar with CAD, microstation, and/or drafting, word and excel programs.

MINIMUM QUALIFICATIONS:

Current Engineering student enrolled in an associate or Bachelor program at a regionally accredited or New York State registered college or University.

SPECIAL REQUIREMENTS:

Must have a valid NYS Drivers License at the time of appointment.

Applications:

Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

For more information about this position, please call the Deputy City Engineer at (315) 792-0152.

Applicants must be residents of the City of Utica.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: 09/30/26)