

**Township of Parsippany-Troy Hills  
POSITION ANNOUNCEMENT**

**ROAD INSPECTOR**

- Department:** Engineering Division  
Department of Public Works
- Workweek:** Full-time; Monday through Friday, 8:00am – 4:30pm, some overtime may be required
- Wage:** Per Ordinance
- Skills/Duties:** Road Inspector to work under the direction of the Municipal Engineer shall be able to perform inspection of public and private construction projects. Must possess knowledge of the principals, practices and technics related to street, traffic, sanitary and storm drain construction as well as private land development sites. The Road Inspector shall also have knowledge of OSHA safety precautions, Barrier Free access requirements and stormwater management practices.
- Road Inspector shall be able to read and interpret construction plans and specification, keep accurate records, prepare a variety of reports, communicate effectively both orally and in writing, have excellent customer service skills and establish and maintain effective positive working relationships with co-workers, officials, contractors and the general public.
- Duties include the review of project plans and specification, manage aspects of projects including recommendations of payments, change orders and closeout documents, perform inspections for right-of-way openings permits, soil moving permits, and dumpster permits, inspect utility openings, plot plans, certificate of occupancy and pool permits and investigate resident complaints and bring to a resolution. Duties also include general office duties such as phone duties, mail runs, office cleaning and maintenance and assist Engineering personnel as required.
- Requirements:** Three (3) years of experience in public/private construction and / or inspection preferred. Must have physical ability to navigate construction sites.
- License:** Possession of a valid driver’s license is required. Municipal Engineering Construction Inspection Program certificate is recommended.
- To apply:** Submit a letter of interest, resume and salary history to Jamie Cryan, Business Administrator at [jobs@parsippany.net](mailto:jobs@parsippany.net) .

**Date Posted:** \_\_\_\_\_ **Posted By:** \_\_\_\_\_

**Department:** \_\_\_\_\_