MIAMI LAKES
Growing Beautifully

POSITION ADVERTISEMENT

Public Works Inspector

Range: $21.63 - $28.64 hourly (DOE) *Contracted Position*
Closing Date: Open until filled

Summary: The Public Works Inspector (Contractor) is responsible for providing general inspection services for Town right-of-way assets, which include, but are not limited to, sidewalks, roadways, signage, pavement markings, street lighting, storm drainage, canals, curbs, and swales. In addition, this position is responsible for implementing any special projects as assigned by the Public Works Director or designee.

Essential Duties:

- Performs weekly inspections of Town right-of-way assets, which include, but are not limited to, sidewalks, roadways, signage, pavement markings, street lighting, storm drainage, canals, curbs, and swales.
- Prepare work order drafts using department template.
- Inspect work order asset maintenance activities being completed by the Public Works right-of-way contractor to ensure compliance with local, state and federal requirements.
- Determines quantities of materials used and verifies amount of work completed for pay request applications.
- Maintains daily records for the purpose of estimating costs and payments to the contractor.
- Prepares and/or completes project correspondence, documents, forms and reports.
- Responds to public works emergencies, including those that are after hours, and serves on operational teams during public emergencies/natural disasters when requested.
- Assists Public Works Director or designee on other job duties as assigned.

Knowledge, Skills, and Abilities:

- Must be able to lift between 50-100 lbs.
- Ability to perform field inspections is required
- Working knowledge of building and construction principles
- Skill in reading and interpreting construction drawings, plans and specifications
- Ability to perform mathematical computations
- Ability to effectively communicate technical information, orally and in writing
- Ability to effectively use the Microsoft Office suite: Proficiency in Microsoft Excel is required.
- Must provide own method of transportation and fuel.
- Ability to work in outdoor conditions performing inspections at construction sites and Town roads.

POSITION ADVERTISEMENT

Public Works Inspector
(Continued)

Minimum Requirements: An Associate's degree in Construction Management or related field and three (3) or more years of experience in the construction trade; or, any equivalent combination of education and experience.
A Bachelor's degree in Engineering, Architecture or related field preferred.

Must have a valid Florida driver's license and valid automobile insurance (or ability to obtain by date of hire); must be physically capable of moving about on a wide variety of outdoor work sites. *Contractor must be available to work approximately 20-30 hours per week.*

THIS IS A CONTRACTED POSITION AND NOT ELIGIBLE FOR BENEFITS.
Applicants are subject to the Town's background check policy.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: Jobs@miamilakes-fl.gov

Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 11/2/26