



Public Works Inspector

Ridgewood Water is seeking a qualified and detail-oriented individual for the part-time position of **Public Works Inspector**. The Public Works Inspector is responsible for conducting field inspections and oversight of construction and maintenance activities related to water mains, pumps, treatment systems, facilities, and associated infrastructure. This position ensures that all work performed by contractors meets approved plans, specifications, and applicable regulations.

KEY RESPONSIBILITIES:

- Conduct facility inspections and develop facility maintenance and improvement plans while defining prioritization metrics.
- Interpret engineering plans, specifications, and technical documents to ensure contractor compliance.
- Prepare field sketches of construction installations to reflect modifications and final as-built conditions.
- Investigate public complaints and construction-related issues; recommend and implement appropriate remedial actions.
- Examine completed work to verify quality, standards compliance, and workmanship; provide formal approval of installations.
- Inspect and oversee construction and repair projects involving water mains, pumps, treatment systems, and related components.
- Maintain accurate and up-to-date daily logs, project documentation, and inspection reports using various software tools and databases.
- Track project quantities, review contractor submittals, and process contractor payment requests and correspondence.

QUALIFICATIONS:

- Minimum of one (1) year of experience in the construction or installation of water systems, or similar public works infrastructure.
- Ability to read and interpret blueprints, engineering drawings, plans, and specifications.
- Familiarity with construction inspection practices and relevant public works standards.
- Proficiency in using inspection-related software and digital tools to document and manage project information.
- Strong organizational, communication, and problem-solving skills.
- Ability to work independently and in coordination with contractors, engineers, and utility staff.
- Experience in civil construction or public utilities is strongly preferred.

SALARY AND BENEFITS

The Village of Ridgewood is a Civil Service municipality and an Equal Opportunity Employer.

- Starting salary is \$43.85/hour as per current Union Collective Bargaining Agreement.

OPPORTUNITIES IN THE WATER INDUSTRY

The water industry offers exceptional career opportunities with the potential for growth and advancement. The demand for skilled workers in water distribution and utility management is steadily growing, providing the chance to make a meaningful impact on the community.

APPLICATION PROCESS

Interested applicants should submit a cover letter and resume to:

Juliette Gillespie

Ridgewood Water

111 North Maple Avenue

Ridgewood, NJ 07450

Or email application materials to: [**jgillespie@ridgewoodnj.net**](mailto:jgillespie@ridgewoodnj.net).

Application Deadline: July 11, 2025