

Village of Allouez

POSITION DESCRIPTION



TITLE	Seasonal Engineering Inspector		
REPORTS TO	Director of Public Works	UPDATED	April 2026
FLSA STATUS	Non-Exempt	TYPE	Seasonal

POSITION SUMMARY

The Seasonal Engineering Inspector assists the public works department with project inspection, surveying, drafting, computations and miscellaneous office work.

DUTIES AND RESPONSIBILITIES

The following duties are representative of the work required for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist with the inspection of utility and roadway construction projects to ensure work is completed according to the specifications and plan. Work includes effective interaction and communication with surveyors, soil testers, engineers, and construction personnel.
- Use of GPS (survey grade) and basic level to map, verify and collect field data.
- Use AutoCAD to assist with the drafting of plans and maps.
- Assist with the preparation of construction estimates, bid specifications and related material.
- Assist with miscellaneous office work.
- Assist with other facets of the department and operations as needed.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Pursuing or recent graduate with a degree in civil engineering, or related field.
- High school diploma or equivalent required.
- Must be 18 years of age or older.
- Must possess a valid driver's license.

SKILLS AND ABILITIES

- Knowledge of AutoCAD, construction inspection, and surveying desired.
- Excellent organizational skills and attention to detail.
- Able to work independently as well as part of a team.
- Able to deal tactfully and effectively with the public.
- Strong verbal and written communication abilities.
- Strong computer skills with the ability to learn and operate a variety of programs and websites used by the Village.
- Able to complete assigned projects without detailed instructions and with minimum supervision.