

## Building Department Technician Duties and Responsibilities Description

**Summary:** Position entails the inspection and testing of construction materials used in buildings, bridges, and other types of construction projects to ensure that procedures and materials comply with plans, specifications and Industry standards. Engineering Technicians work with the contractors/engineers/architects/developers, owners during the construction phase to verify work is in compliance. As an engineering technician, the employee may be assigned to provide services throughout our area of coverage, which includes, but is not restricted to the tri-state area (NY / NJ / CT) and New England. The majority of this work is performed on construction sites, ranging from small residential developments to world class projects such as the World Trade Center, NYC airports, bridges and warehouses. Work may also be performed at production facilities or suppliers' locations.

***Essential Duties and Responsibilities may include the following. Other duties may also be assigned.***

- Observe work in progress to ensure that procedures followed and materials used conform to plans and specifications.
- Perform standard testing on materials to ensure the material meets the required specifications
- Obtain and/or prepare samples of materials for laboratory testing.
- Examine workmanship of installations for conformity to specifications.
- Maintain daily log of construction, testing, and inspection activities and complete daily reports
- Prepare sketches of construction installations that correlate with testing and inspection sites.

### Concrete Inspections

Employee will be trained and certified to sample and test concrete at production facilities or on construction sites. Inspections of these materials are performed on demand and must occur during construction activities, which may occur at non-normal times throughout the day or evening to accommodate the construction schedule. Employee will be handling freshly produced concrete to perform tests for engineering properties and to fabricate specimens.

*Certifications/training that you may be eligible for include:*

- *American Concrete Institute – Concrete Field Testing Technician*
- *American Concrete Institute – Compressive Strength Testing*
- *American Concrete Institute – Concrete Construction Special Inspector*
- *NETTCP – Concrete Technician*
- *NETTCP – Concrete Inspector*
- *OSHA 10 Hour Safety*

### Soils Inspections

Employee will be trained and certified to perform soil testing and sampling procedures in accordance with various Industry standards. This primarily includes the testing of soil, or soil and aggregate combinations, using moisture/density gauges and volumetric methods to determine in-place compaction. The inspectors must be able to maintain active observation of the placement processes prior to and between tests. Visual and physical observations are documented and precise locations, elevations, and test results must be recorded. Changes in soil/materials will often occur requiring during the course of an assignment requiring the technician to obtain new samples for laboratory testing.

*Certifications/training that you may be eligible for include:*

- *Moisture Density Gauge Operator Safety Training*
- *NETTCP – Soils and Aggregate Inspector*
- *NYS Department of Environmental Conservation – Erosion and Sediment Control*
- *OSHA 10 Hour Safety*

Expected goals, benefits and knowledge

During the Technician's time with Advance Testing they will be expected to cultivate their communication skills; both written and verbal. Daily, repeated interaction with project engineers, contractors, owners and co-workers will allow the individual to grow more confident in his/her knowledge and position in the industry. You will meet and become familiar with many like-minded young engineering technicians and will likely form long term personal and professional relationships. You will have the opportunity to interface with all levels of Industry professionals, allowing both the potential for mentoring and for networking. After initial training, the majority of the assignments will require the technician to work without direct, on-site supervision. Maturity, punctuality, responsibility, professionalism, dependability and the ability to problem solve are all required skills. Technicians will advance existing capabilities and learn new life skills throughout this experience. Senior staff will train, certify and support the technician throughout the time they are employed here and beyond. Resume strengthening, guidance, and solid personal references are frequently offered to those seeking these advantages.