



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

SUPERVISOR of FORENSIC ENGINEERING
(INSPECTOR GENERAL)
(CLASS CODE 0718)

ENTRANCE SALARY: \$92,845 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

The Engineer provides support through assessments of civil engineering, construction management, and contract administration related to the design and construction of government funded projects. The Engineer evaluates quality of design and construction through primary and secondary research, site visits and investigation and analysis. The Engineer evaluates contracts and contracting methods used to procure engineering, architectural, and project management services as well as materials and supplies procured and used in construction; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

1. A Bachelor's Degree in civil, mechanical, or chemical engineering from an accredited college or university in the United States.
2. A Master's degree in engineering, architecture, project management, mathematics, physics, chemistry or a closely related discipline from an accredited college or university in the United States.
3. Seven (7) years of engineering experience. Two (2) years of this experience must have been in a supervisory capacity.
4. Registration* as a professional engineer with a license to practice in Louisiana from the Louisiana State Board of Professional Engineers and Land Surveyors. Applicants must present proof of registration at the time of filing an application.

***IMPORTANT:** Out-of-state registrations are acceptable. However, any applicant who is not registered as a professional engineer in Louisiana must, if hired, show proof of such registration during his or her probationary period. No person may receive permanent status until this requirement has been met, and no probationary period may extend longer than one year.

5. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: A special Supervisor of Forensic Engineering Work History Form must be returned to the Civil Service Department within two (2) weeks of filing an application.

Note: Candidates will be required to use their personal vehicles for work.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Note: Copies or original documents of college diploma, college transcripts and certifications must be presented at the time of application. Copies are acceptable for purposes of application only; however, original documents must be presented before candidates can be hired.

Note: This position requires a one year probationary period.

Note: If appointed, employee must receive certification as a Certified Inspector General Investigator (CIGI) during the probationary period. No probationary period may last longer than one year. If employees are not certified during their probationary period, they must wait one year from the end of their probationary period or receive certification to be considered for rehire.

KIND OF EXAMINATION:

A qualifying review of training, license and experience.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1 (b).

Domicile requirements are currently waived for this position. Applicants for this position must be United States citizens.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.

GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, CITY HALL, 1300 PERDIDO STREET, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

Candidates for original entrance examinations are required to be domiciled in and, if U.S. citizens, registered voters of Orleans Parish unless otherwise specified on this announcement. Aliens residing in the U.S. are required to provide notarized proof of domicile (and an Alien Registration Card). Permanent employees of the City of New Orleans are exempt from this requirement unless otherwise specified on this announcement.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

Revised January 1991, April 2003 and July 2005, February 2007.