

POSITION DESCRIPTION

Class Title: Engineering Inspector
(Job Class Code: 0102)
Department: Engineering

Effective Date: September 5, 2007
Pay Grade: 14
FLSA Status: NE

GENERAL PURPOSE

A technical position performing inspections and intense coordination with contractors, utility workers, developers, and engineers.

SUPERVISION RECEIVED

Receives necessary supervision from Department Director and/or Assistant Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates the City's annual maintenance contract for repairing and installing streets, drainage, water, and sewer.
2. Meets with contractors and homeowners to discuss City code and/or project plan and specification requirements when necessary.
3. Performs final acceptance and one-year warrant inspections for capital projects and subdivisions, then prepares a written review of the deficient items and coordinates resolution of these items with the responsible parties.
4. Sets up and disassembles traffic counters in the field.
5. Shoots, records, and analyzes elevations for residential and commercial drainage, streets, and sewer projects for the purpose of verifying compliance with construction plans and specifications and City code.
6. Prepares a written determination, based on the City code, for establishments requesting a liquor license.
7. Prepares documentations, photographs, and other evidence necessary for legal action when violations are pursued for compliance.
8. Maintains daily records of inspection and construction activities.
9. Assists with any other job related duties as assigned.
10. Attend pre-bid and pre-construction meetings.
11. Attend progress meetings on projects.
12. Assists City Engineer in estimating project costs.

CAPITAL PROJECTS

1. Conducts inspections on water, sewer, streets, and drainage projects under construction to verify plans and specifications compliance as well as City code compliance.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on construction projects relative to plan discrepancies, citizen complaints, and other issues.
4. Performs necessary investigative actions and suggests solution relative to project functionality, product installation and performances, and peripheral areas adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.

6. Communicates directly with product manufacturers concerning the installation and application of various construction products.
7. Coordinates with City and other utility workers, such as water, sewer, gas, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.
8. Attends pre-bid, preconstruction, and progress meetings.

ANNUAL MAINTENANCE PROJECTS

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project specifications.
2. Calculates quantities for unit pay items and reviews invoices.
3. Coordinates directly with Contractor when quantity discrepancies arise.
4. Responsible for reviewing site location prior to construction to anticipate potential problems and to verify nature of work to be done.
5. Responds to complaints on projects relative to plan discrepancies as well as complaints by citizens.
6. Performs necessary investigative action and suggest solutions relative to project functionality, project installation and performances, and peripheral areas potentially adversely affected by the project.
7. Makes minor decisions in field of construction techniques, dimensions, etc. that require an intimate knowledge of construction and engineering judgment, but do not require an Engineer's analysis.
8. Communicates directly with product manufacturers concerning installation and application of various construction products.
9. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need or relocation to ensure expeditious project completion.

SUBDIVISION FINAL AND ONE-YEAR WARRANTY APPROVAL

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project plans and specifications.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on projects relative to plan discrepancies as well as complaints by citizens.
4. Performs necessary investigative action and suggest solutions relative to project functionality, product installation and performances, and peripheral areas potentially adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.
6. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High School diploma or GED.
2. Valid driver's license.
3. Ten (10) years experience as a construction inspector, contractor, engineer, architect, or as a superintendent, foreman, in charge of construction. Any combination of these qualifications equivalent to the required number of years may be substituted.
4. Training as an Inspector in the construction and repairs for water and sewer lines, asphalt and concrete streets, and subsurface drainage system is preferred.

Necessary Knowledge, Skills and Abilities:

1. Skill in operation of listed tools and equipment.
2. Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to work from construction specifications.

TOOLS AND EQUIPMENT USED

Included but not limited to motor vehicles, two-way radio, telephone, cell phone, measuring tape, measuring wheel, level rod, flashlight, computer, camera, video equipment, traffic counter, stepladder, and extension ladder.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The following physical demands are required of the employee; (included but not limited to) driving, standing, sitting, walking, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, grasping, kneeling, crouching, crawling, bending, twisting, talking, and hearing.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

NON-PHYSICAL DEMANDS

Included but not limited to are time pressures, noisy/distracting environment, performing multiple tasks simultaneously, danger/physical abuse, frequent change of tasks, emergency situations, tedious exacting work, working closely with others, and irregular scheduling.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may come into contact with dirt and dust, extreme temperatures, noise and vibrations, fumes and odors, wetness and humidity, darkness,

poor lighting, mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, and communicable diseases.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Civil Service Director _____

Approval: 
Department Director _____