

MAJOR FUNCTION

This is technical work in the field of construction inspection. Work in this class includes responsibility for inspection of a variety of City construction projects for conformance with engineering plans and specifications, and other regulations. Work is performed independently on field inspections, involving decisions requiring the use of personal initiative, technical judgment, discretion and human relations skills; however, consultations are held with a superior on the more difficult or unusual cases. Work is reviewed through periodic inspections, conferences, and analysis of reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reviews, oversees, and inspects the work performed by contractors during construction of complex public works, building, and other related projects; and/or construction of gas mains, service taps, regulator stations, meter stations and other related projects to insure that all projects are constructed in accordance with the approved plans and specifications. Assures that corrections are made. Reviews plans and specifications of projects prior to construction and attends pre-construction meetings. Performs, tests and reviews, evaluates and interprets test data as it pertains to construction and maintenance projects. Prepares and maintains notes, diaries, field logs and project files pertaining to the testing and construction of all projects assigned. Responds to citizen complaints involving construction projects. Prepares cost estimates on small construction projects. Reviews utilities, roadway and building plans and specifications for accuracy and conformance to standard construction practices. Participates with superior in the selection, planning, evaluation, and implementation of various construction and inspection programs. Prepares technical reports on various construction and quality control subjects. Assists in obtaining state and local right-of-way placement permits. Performs related work as required.

Other Important Duties

Checks pay requests for mathematical accuracy and to insure that work was accomplished. Reviews change orders for fair pricing by contractors. Keeps abreast of informational and technological advancements in areas directly related to work responsibilities. Participates in developmental and training activities identified by supervisors. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills:**

Thorough knowledge of the practices, methods, and materials of underground utility construction. Thorough knowledge of modern construction inspection procedures. Thorough knowledge of applicable plans and specifications and construction codes. Considerable knowledge of mathematics through trigonometry and plane geometry. Through knowledge of the Public Service Commission and Department of Transportation regulations. Knowledge of city and county environmental ordinances. Ability to read and interpret engineering and architectural blueprints, plans and specifications. Ability to use independent judgment without detailed instructions from supervisor. Ability to work from oral and written instructions. Ability to communicate clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to operate surveying, computer, and testing equipment. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and six years of experience that includes construction inspection or testing on construction of public works projects

such as streets, bridges, buildings, stormwater facilities, water mains, sanitary sewers; or construction inspection or testing on commercial building projects; or an equivalent combination of training and experience.

Gas Construction: Possession of a high school diploma or an equivalent recognized certificate and six years of technical experience in the construction or maintenance of gas mains, service taps, regulator stations, meter stations, gate stations and gas plumbing systems, which includes the sizing and installing of natural gas piping and venting; or an equivalent combination of training and experience.

Water or Sewer Construction: Possession of a high school diploma or an equivalent recognized certificate and six years of experience that includes construction or maintenance of public works projects such as water mains, gas mains and services, sanitary sewers, stormwater facilities, or construction of commercial building projects that include water and sanitary sewer components; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 04-28-88

Revised: 01-24-90
10-19-90
01-22-91
08-04-92
05-15-03
02-24-04*
05-18-05
06-28-05
01-03-09
01-25-11*
06-14-12
08-27-12