



JOB DESCRIPTION
Construction Inspector

Job Class: G **Annual Salary Range: \$54,589 - \$81,879** **FLSA Status: Non-Exempt**

Date Approved: _____ **Supervised by:** Public Works Director

JOB DEFINITION

The Construction Inspector is a skilled and professional position that performs a variety of complex tasks on behalf of the City. The Construction Inspector conducts plan review of public infrastructure for compliance with the City’s code, policies, standards, and specifications. The Construction Inspector conducts construction inspections for all public infrastructure to include but not limited to: streets, sidewalks, curbs, storm sewer, sanitary sewer, and water mains. The position is also part of the emergency response team for inclement weather and will be required to perform snow removal and other necessary services as required. The ability to multi-task and to perform work both independently and as part of a team is critical.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Public Works Director
- Coordinates with the City Engineer frequently
- Coordinates work with other City departments frequently
- Coordinates with consultants, vendors and contractors on behalf of the City

EXAMPLES OF ESSENTIAL DUTIES *(This list is not to be construed as a complete representation of the responsibilities of the job and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Coordinates with the City Engineer to review project plans and contract documents ensuring conformance with city specifications, standards, and policies. Inspects the construction of public infrastructure projects to ensure contractor compliance with approved plans, details and specifications to include but not limited to: site grading, storm sewers, sanitary sewers, water mains, street construction, sidewalk, curbs, and other routine construction activities. Observe necessary testing for streets, storm sewers, sanitary sewers, and water mains, including subgrade, concrete and asphalt tests. Receives and reviews materials testing reports if not onsite during testing. Performs curb, sidewalk, and driveway inspections on residential and commercial properties prior to certificate of occupancy. Receives, reviews, and inspects public right-of-way permits. Drives to job sites and routinely performs site inspections.	45
2	Serves as the primary point of contact, review, comment, and implementation on behalf of City staff for the City’s technical specifications with the City	30

Importance	Tasks	% of Time
	<p>Engineer. This includes current technical specifications and any future revisions. This position works collaboratively with the City Engineer to ensure the City's unique adopted technical specifications meet the City's needs. This position ensures contractors, and the public are aware of the City's adopted requirements. Attends pre-construction conference meetings to discuss proper construction methods, inspection requirements, and materials testing requirements for each project. Reviews shop drawing submittals for construction materials and verifies accuracy of "as-built" plans. Measure and track completed quantities, review pay estimate submittals, provide input on change order items, and prepare project closeout documents. Maintains detailed records of work performed, such as inspections and complaints. Reviews all change order and payment requests from contractors and provides recommendations to Public Works Director.</p>	
3	<p>Monitors utility issues and resolutions for projects. This position will be responsible for coordination of utility locates with an existing team, and may be responsible for tracking utility locates, performing utility locates, or responding to inquiries as requested. Monitors erosion control and stormwater BMP issues and resolutions for projects. This position is responsible for pre and post-construction monitoring of BMPs and other infrastructure as assigned. The position is responsible for the oversight, compliance, and administrative reporting for any current and future regulations related to infrastructure, including but not limited to stormwater and other infrastructure. Monitors utility issues and resolutions for projects.</p>	15
4	<p>This position performs snow removal and other emergency call back services. During inclement weather months, this position will serve in the call back rotation and be assigned a snow shift, either AM or PM, which rotates each month. Performs other duties as assigned or deemed necessary.</p>	10

IMPORTANT JOB FUNCTIONS:

- Assist with review and implementation of the City's technical specifications, policies, and codes regarding public infrastructure.
- Monitors national and state-wide developments in construction methods and inspection techniques.
- May represent the department at various board and committee meetings as requested.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Identifies and makes recommendations regarding enhancements to department procedures, codes and guidelines related to construction inspection and materials testing.
- Must be flexible to adjust to priorities and tasks as they are assigned.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer/laptop/tablets
Cellular phone
General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

High school diploma or G.E.D.
Inspection and field construction experience (prefer a minimum of two years)

Licenses and Certifications:

Must possess and maintain a valid driver's license and insurable driving record
Must possess or obtain KDOT - Certified Inspector Training Certification and ACI
Concrete Field Tester Certification within a reasonable timeframe, but no more than two years from date of hire

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Working knowledge of KDOT project requirements preferred or must be able to demonstrate a working knowledge within one year of hire.
- Working knowledge and ability to read and interpret construction plans and drawings.
- Knowledge of construction methods and to stay abreast of industry standards and techniques.
- Ability to read and understand technical specifications, laws, and codes as they relate to capital improvement projects and construction.
- Experience in all types of municipal construction procedures preferred.
- Knowledge of modern public works practices, materials, methods, and safety hazards, as well as contract administration procedures and material testing and sampling procedures.

Skills in:

- Skill in computer applications such as word processing, accounting spreadsheets, scheduling, etc. used in construction and construction management. Must possess the skills to learn new software and technology applications that are current for this role.
- This employee must be able to operate computers, photocopiers and other office equipment. This employee should possess strong analytical, research, public relation, organizational, oral and written communication skills.
- Must be skilled in the ability to problem solve – including but not limited to recognizing problems as they arise, preventing problems from occurring, and recognizing the authority the employee has in resolving the problem or reporting the problem to the appropriate entity/individual(s).

Mental and Physical Abilities:

- Ability to read and interpret construction drawings and plans (required).
- Ability to safely operate a City vehicle and other equipment to perform job duties.
- Ability to establish and maintain effective good working relationships and exercise good judgment, initiative, and resourcefulness with the public, employees, and other City officials.
- Ability to work independently and cooperatively as part of a team.
- Ability to communicate effectively and in a professional manner both verbally and in writing.

- Ability to multi-task both projects and responsibilities while performing work safely and without errors.
- Ability to prioritize work and meet deadlines.
- Ability to demonstrate flexibility and quick pivoting between tasks and projects as they arise.

WORKING CONDITIONS:

This position requires good physical condition including the ability to walk/climb over difficult terrain to make inspections; the ability to kneel, crawl, or stand as needed; the ability to lift objects weighing up to 50 lbs.; visual acuity and ability to distinguish color to inspect projects; the ability to mobilize through rebar, slick and muddy conditions and other hazardous construction-related environment; the ability to work safely near large and loud equipment; and the ability to hear warning alarms and signals. This position requires the ability to work outside for extended periods in extreme weather conditions; potentially hazardous environments and elements such as lime, hot asphalt, fly ash, concrete and other hazards of active construction sites.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

Employee	Signature	Date
City Administrator	Signature	Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.