



Range: SG-12
FLSA: Non-Exempt
Date: May 22, 2015
Position Type: Safety Sensitive

ENGINEERING SERVICES INSPECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform technical duties associated with inspections of public works construction projects, including but not limited to roads, streets, drainage, water, sewer, parks and trails, and other public/private facilities; ensure project compliance with City standards, ordinances, codes, plans and specifications; and to provide staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Chief Engineering Inspector or as determined by the Engineering Supervisor or the City Engineer.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:

Essential Functions:

1. Inspect capital improvement projects in the process of construction, alteration or repair to ensure compliance with approved plans, specifications, codes, contracts and safe construction practices.
2. Inspect private development projects, under City permit, in the process of construction, alteration or repair to ensure compliance with approved plans, specifications, codes, contracts and safe construction practices.
3. Maintain daily reports of all projects to verify construction methods, materials, construction progress, delays, accidents, property damage, special instructions given, and the equipment and personnel being used on the project.
4. Ascertain that construction projects create no hazards, avoidable nuisances, or damages to private or public property; coordinate scheduling with contractors and utility representatives; make reasonable inspections to assure safety of project and public.
5. Confirm that each project incorporates good workmanship, is structurally sound; ensure that plans reflect actual field conditions and verify completion of project.
6. Coordinate materials testing with private testing personnel; review test results for abnormalities or concerns; set out traffic counters; perform inventory of traffic signs; correct any traffic control problems that are not providing safety to the workers and the public.
7. Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
8. Perform blue staking of city utilities in accordance with applicable state laws.

9. Prepare and maintain as-built plan of projects in progress.
10. Perform measurements of work in progress for specification compliance of progress payments and construction.
11. Stay abreast of new trends and innovations in the field of public works inspection.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Tools commonly used in assembling signs, playground equipment, basic building maintenance.
- Federal, state, and local laws relating to the proper and safe conduct of work assignments.
- Street, turf, and basic building maintenance.
- Underground utility construction and installation of:
 - Sewer Construction - Gravity sewer main, Pressure mains laterals and manholes, etc.
 - Drainage Construction - Culverts, catch basins, manholes, head walls etc.
 - Road Construction - paving, curb and gutter, sidewalks, basic knowledge of ADA standards.
- Safe work practices.

Ability to:

- Review, analyze and interpret civil engineering plans and specifications.
- Interpret and apply construction codes, policies and procedures, rules and regulations.
- Apply building and public works construction knowledge and proper inspection techniques.
- Examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Enforce codes, regulations, and contract plans and specifications with fairness, objectivity and firmness.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the course of work.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Effectively use and interpret measurement devices commonly utilized in construction of civil engineering projects.
- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
- Conduct vehicle safety and maintenance status checks.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum two years of experience in project inspection, construction, or related experience.

Training:

High school graduate or GED is required.

License or Certificate:

Possession of, or the ability to obtain, an Arizona driver's license within two months of hire.

WORKING CONDITIONS

Environmental Conditions:

Office/field environment; travel from site to site; exposure to potential hazards such as electrical, noise, dust, dirt, and grease; exposure to inclement weather conditions.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; bending, stooping or kneeling during inspections; lifting up to twenty-five pounds; climbing stairs or ladders; operating motorized vehicles or equipment; lifting and carrying light to moderate materials; general manual dexterity.