



CONSTRUCTION INSPECTOR

SAFETY SENSITIVE

NON-EXEMPT

JOB OBJECTIVES:

Under general supervision, performs inspections of roadway, sidewalk, traffic signal, street lights, water lines, storm and sanitary sewer construction, and various capital improvement construction to ensure compliance with City ordinances, codes and specifications.

GENERAL STATEMENT OF DUTIES:

The position occasionally requires decisions for which there are no clearly defined or established policies or procedures; the handling of confidential or sensitive information; regularly requires the recognition of a problem and the development, recommendation and/or implementation of a reasonable solution.

This position regularly involves interaction with the general public, contractors and developers; occasional periods of physical effort and constant periods of mental effort are required.

An employee in this position has moderate responsibility for determining departmental regulatory action.

ESSENTIAL FUNCTIONS:

Performs field inspections and testing for the construction of roadway, sidewalk, traffic signal, street lights, water lines, storm and sanitary sewer construction, and various capital improvement construction.

Enforces compliance with approved design plans and applicable City ordinances

Conducts field surveys, maintains field documentation, prepares reports and issues written orders for corrective action, as assigned.

Provides technical assistance to developers, contractors and the general public.

Reviews subdivision improvement plans, inclusive of water, sanitary sewers and storm sewer and storm water management plans.

Interprets legal descriptions and record plats.

Assists with design of municipal projects.

Researches property ownership.

Drafts plans and computes quantities for municipal projects.

Reviews and responds to customer/resident inquiries, concerns and complaints.

May be required to participate in emergency City operations as assigned.

Performs all work in compliance with established City safety standards.

Performs other work as assigned.

JOB STANDARDS:

Regular and predictable attendance.

Ability to present ideas clearly and concisely with verbal and written communication skills.

Ability to examine and interpret engineering plans, legal descriptions and blue



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prints.

Ability to establish and maintain an effective working relationship with the general public and City employees on a regular basis; with contractors and developers on a constant basis; and with City officials on an occasional basis.

Ability to perform effectively while exposed to the elements and with limited privacy.

Ability to perform field inspections and data collection for public works and private development projects.

Ability to safely and effectively operate assigned equipment and vehicles.

MINIMUM REQUIREMENTS:

Must be a U.S. citizen or lawfully authorized alien worker.

High School graduate or GED certificate and three (3) years of applicable experience.

Motor Vehicle Operator's license valid in the state of Missouri.

Ability to lift and handle a minimum of 75 lbs.

Certification in Traffic Control, or obtain within one (1) year.

Completion of APWA Construction Inspector course, or complete with one (1) year.

DESIRED QUALIFICATIONS:

BS degree in Civil Engineering or a related field.

American Concrete Institute (ACI) Field Technician Grade I Certification.

Thorough knowledge of City codes, specifications and ordinances as pertains to public works.

Considerable knowledge of construction and maintenance methods, materials and equipment employed in municipal public works.

Knowledge of hydraulics, surveying and contract administration.

Knowledge of legal descriptions.

Knowledge of storm water best management practices and erosion control practices.

EQUIPMENT/VEHICLES (Includes but is not limited to the following): Surveying equipment including transits, levels, range poles, level rods, core machines, nuclear densometer; concrete testing equipment including air entrainment meter, slump cone and concrete cylinder; asphalt testing equipment; small hand tools; calculators; computer workstation; 4-wheel drive vehicle; automobile.

JOB LOCATION: City facilities and on-site field locations

REPORTS TO: Director of Engineering