



## JOB DESCRIPTION

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**JOB TITLE:** Construction Inspector

**JOB CODE:** 1680

**DEPARTMENT:** Community Development - Engineering

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** County Engineer

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### SUMMARY OF JOB PURPOSE

Inspects private and public projects that may be offered for dedication to the County. to assure compliance with plans, specifications, contracts, agreements, safety regulations, and County, State and Federal standards.

### ESSENTIAL FUNCTIONS

1. Inspects county public works construction, infrastructure and development projects during construction and upon completion to assure construction is completed in compliance with plans, specifications, and special requirements; assures compliance with Federal, state and local codes and standards, regulations, and contractual provisions.
2. Reviews plans and specifications of public works construction projects to gain familiarity with the projects prior to inspection; inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned.
3. Inspects staking of the construction project to assure consistency with approved construction drawings; inspects construction work under excavation, clearing and grading permits; coordinates inspection work with other County departments and public and private utility agencies.
4. Performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; coordinates with Towns, General Improvement Districts, and other jurisdictions.
5. Notes deficiencies and deviations from plans; refers serious problems and disagreements in interpretation to County Engineer and Engineering Project Manager for written clarifications; maintains and updates inspection records, project documentation and files; completes required daily logs and reports.
6. Provides information and responds to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects; provides technical information to County staff as authorized; provides assistance to the public within scope of authority.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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#### **EDUCATION and/or EXPERIENCE**

High School Diploma, or equivalent, and five (5) year's experience in building trades, construction or inspections; OR an equivalent combination of education and experience that could provide the required knowledge, skills and abilities. Experience in linear public works projects like roadway and pipeline construction. Two years of experience working with engineers.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry to practical situations.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of methods, materials and equipment used in construction projects; technical documents of the engineering profession including plans and detailed specifications; applicable laws, standards and regulations relating to construction inspection and safety; occupational hazards and safety precautions in construction areas; symbols and terminology of drafting and engineering; principles and practices of surveying; County Improvement District boundaries and waterways; County policies and procedures.

Ability to use initiative and independent judgment within established procedural guidelines; interpret the results of materials tests; detect and locate faulty materials and workmanship, and suggest appropriate remedies; understand and interpret engineering plans and specifications; prioritize multiple tasks, projects and demands; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in reading, interpreting, understanding and applying construction standards and procedures, applicable Federal rules and regulations, and County policies and procedures; reading and interpreting construction drawings, plans and specifications; establishing and maintaining effective working relations with co-workers and contractors.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

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Valid Driver's License with an acceptable driving record. Must have OSHA 10/30 and confined space certification. APWA Certified Public Infrastructure Inspector (CPII) or ability to obtain within six months of employment.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

Work is performed at construction sites in outside environments with exposure to inclement weather; occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration; may be exposed to frequent bending, kneeling and lifting; may be exposed to dangerous machinery and heavy equipment; often works around dust, asphalt and concrete.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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