

CITY OF GLADSTONE POSITION DESCRIPTION

Class Title: Public Works Project Inspector
Department: Public Works
Division: Administration

Range Number: 19-A
FLSA Status: Non-Exempt
Represented
Date: April 2022

GENERAL STATEMENT

The Public Works Project Inspector inspects private development and related public improvement site work to ensure compliance to engineering specifications and all applicable standards, codes, ordinances, rules, regulations and laws. Reads and interprets source documents, such as civil engineering plans, plot maps, legal descriptions and utility data and entering requirement data into the geographic information system (GIS).

SUPERVISION RECEIVED

Receives general guidance and direction from the Public Works Director.

SUPERVISION EXERCISED

Supervision is not a responsibility of this position. May provide training and orientation to volunteers, students and newly assigned personnel of on-site policies and practices.

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspects and monitors construction of public works and private development projects to ensure compliance with approved plans and construction standards. Reads and interprets construction plans in conjunction with actual construction. Interprets product listings and installation requirements. Monitors construction milestone testing. Consults and advises developers, contractors and engineers of requirements needed to pass inspection.

Meets with staff, general contractors, subcontractors, architects, engineers, and other customers to explain engineering requirements and resolve conflicts and problems. Answers technical questions from the public regarding City, State, and applicable local construction requirements. Coordinates with other divisions and governmental agencies on final project acceptance.

Researches, monitors and/or processes agreements, leases, right-of-way and real property descriptions between the City and various parties.

Inspects public works construction projects for compliance with plans/specifications and city codes. Inspects for condition of streets and other public improvements.

Writes inspection reports. Maintains and files accurate inspection reports and plans. Enters inspection reports into computer system. Tracks inspections and stop work orders.

Public Works Project Inspector
Position Description

Reviews and analyzes engineering surveys and as-built drawing submittals for accuracy and City required formatting.

Assists in the intake and processing of private development submittals to insure all reviews are completed and appropriate comments and concerns are included.

Investigates compliance issues and provides conclusions as directed by supervisor.

Maintains cooperative working relationships with City staff, other organizations and the general public. Conducts business in a courteous and respectful manner.

Supports and maintains a positive work environment. Treats other employees with respect. Keeps others informed of work issues and programs by maintaining effective communication. Works to resolve issues of conflicting personalities and needs.

Follows all safety rules and procedures for work areas. Drives to job sites, city facilities, vendors, training programs, and meetings as necessary. Uses City resources in a cost-effective manner.

PERIPHERAL DUTIES AND RESPONSIBILITIES

Assists the contracted City Engineer and City departments with special projects as assigned.

Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

Maintains inspection certificates as required.

Maintains work areas in a clean and orderly manner.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Knowledge, Skills & Abilities:

- Considerable knowledge of Civil Engineering principles and practices, which includes: design, construction, and inspection of public works projects.
- Working knowledge of practices, principles and techniques used in engineering design and construction inspection of public works and private development projects.
- Thorough knowledge of City, State and Federal laws pertaining to the area of responsibility.
- Working knowledge of safety practices related to engineering construction and inspection including; underground excavation and traffic control.
- Working knowledge of methods and materials used in construction of public utilities and roads; and the standards, codes, ordinances, laws and regulations governing engineering construction inspections of public works and private development projects.

- Working knowledge of tools and materials used in the construction trade, including methods and instruments used to install and test water distribution systems, storm/sanitary systems and streets.
- Working knowledge of mathematics principles and English grammar, spelling and usage.
- Working knowledge of issues and trends in the construction industry; and public purchasing and contracting laws and regulations.
- Strong internal and external customer service and communication skills (both verbal and written).
- Skilled in computer operation namely proficiency word processing, spreadsheet programs, computer aided drafting and design tools (Autodesk Civil 3D 2016 or more recent), ESRI GIS (ArcMap), and other application software as required by the position.
- Ability to read blueprints and plan specifications.
- Ability to prepare and interpret engineering plans and specifications.
- Ability to prepare technical reports and standards on engineering issues.
- Ability to apply proper inspection techniques.
- Ability to communicate clearly and concisely.
- Ability to perform complex technical computations.
- Ability to use field and office engineering instruments, including surveying equipment.
- Ability to use general office equipment and to maintain accurate records.
- Ability to follow oral and written instructions.
- Ability to manage multiple projects often within tight timeframes.
- Ability to participate on a team focused on producing high quality results.
- Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- Ability to work safely and to wear personal protective equipment applicable to intended field tasks.

QUALIFICATIONS

Education and Experience:

Graduation from high school or equivalent, supplemented by five (5) years of progressively responsible relevant experience.

Preference will be given to candidates with an Associate degree in Engineering Technology or a related field with three (3) years of experience in engineering technology which includes performing engineering calculations, preparing technical reports, and inspection or survey work in a municipality or county.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be considered.

Special Requirements:

Possession of, or the ability to obtain a valid state driver's license with a clean driving record by time of hire.

Must successfully pass a criminal history background check and the record must be clear of any criminal convictions for crimes which would preclude the individual from performing the essential job duties and responsibilities.

Must be able to pass the department's security clearance standards for unescorted access to certain City facilities.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment including a pickup truck.

Standardized engineering tools and implements.

Personal computer and standard office equipment and communication devices.

Personal protective equipment.

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 accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this position, the employee is frequently required to drive, stand, bend, kneel, stoop, communicate, reach and manipulate objects. Lifting manhole covers or the equivalent of 50 lbs. may be infrequently required.

Employee is required to wear task appropriate personal protective equipment and safely operate vehicles and equipment. The position requires mobility. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Office work occurs under usual office working conditions. The noise level in the work area is typical of most office environments with telephones and background noises. The employee will be subject to a fast-paced office environment characterized by frequent deadlines and constant interruptions.

Job site visits during construction activities will cause exposure to all weather conditions at work sites and exposure to noise levels which may require hearing protection.

The employee occasionally may be exposed to fumes or airborne particles, toxic or caustic chemicals, and be at risk of electrical shock.

Frequent travel within the city limits to observe construction activities. There may be infrequent travel outside of the city.

Classification History: Created 12/29/2021. Revised: 4/2022.