General Statement of Duties
Performs full performance level inspection work overseeing a variety of construction activities with regard to small and medium sized capital improvement projects to ensure quality assurance, structural integrity, and compliance with specifications, codes, and regulations.

Distinguishing Characteristics
The Project Inspector is distinguished from the Senior Project Inspector, which performs specialized inspection work on large and complex capital improvement projects, and acts as a subject matter expert in a specialty area of construction such as fabrication, coatings, welding, bolting, erection of structural steel, and other specialized technical areas, and ensures that work performed by contractors and developers is in compliance with established standards, codes, plans, and specifications.

The Project Inspector is distinguished from the Staff Project Inspector, which performs entry-level inspection work leaning to oversee a variety of construction activities with regard to capital improvement projects.

Additionally, Project Inspectors work on projects that involve contracts and assists with processing and approving pay applications.

Guidelines, Difficulty and Decision-Making Level
Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review
Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose
Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised
By position, performs lead work.
Essential Duties

Perform all aspects of inspection work overseeing a variety of construction activities with regard to small and medium sized capital improvement projects from inception to completion, which includes projects involving construction, repairs, maintenance and alterations, and ensures compliance with approved plans, specifications, contract requirements, and established standards and codes.

 Applies applicable codes, standards, and regulations pertaining to compliance work and performs inspections of civil and structural engineering projects, which includes other components such as indoor air quality, hazardous materials abatement, excavation and fill, footings and foundations, masonry, concrete and re-bar, insulation, metal decking, paints and coatings, paving and sidewalks, landscaping, surveying and land grading, and signage.

 Reviews and processes contractor payment applications and invoices to ensure contract specifications and requirements have been met, verifies quantities and costs of materials used, monitors timetables and budget expenditures, and recommends modifications when necessary.

 Serves as the main point of contact for the City on project worksites, and coordinates the work of utility companies, other City departments, contractors, and sub-contractors throughout the duration of the project.

 Reports field constraints to the project engineer, and acts as the communication pathway to the engineer on all field issues, and documents all discussions and resolutions.

 Reviews project plans, drawing, and specifications during the design phase of the project, attends design meetings, provides input, and addresses compliance issues, utility conflicts, and safety issues; and, upon project completion reviews as-built drawing to ensure accuracy of the overall project, schedules a final walkthrough of the project, creates punch list, and ensures that all work is acceptable and in compliance as part of a quality assurance and warranty review.

 Facilitates pre-construction, construction, and worksite meetings with contractors and developers, City project managers and engineers, and other stakeholders, in order to clarify and review City procedures, standards, and project specifications, provides technical guidance in answering questions, develops solutions to resolving problems, and oversees corrective actions to ensure compliance with standards and contract specifications.

 Facilitates and coordinates community meetings with residential and business groups impacted by capital improvement projects in order to provide information, answer questions, and develop plans to minimize the project’s impact on the local community.

 Works with independent testing laboratories to coordinate the testing of materials, soils, and concrete as required by project specifications, and maintains records for project reports.

 Inspects stored materials on and offsite to ensure quality and checks records to verify the installation of materials and equipment used against submittals for payment.

 Reviews and approves traffic control plans and coordinates road closures with emergency services and other City departments and agencies, and ensuring safety protocols are in place and compliant with safety standards and regulations.

 Responds to citizen complaints and inquiries regarding construction activities and provides information and updates to address issues and problems.

 Prepares reports detailing construction progress, to include notes on inspections, lab reports, changes orders, daily work logs with specific instructions and directions, payment requests, and maintains files and project documents.
Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information, and makes correct inferences or draws accurate conclusions.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Knowledge & Skills**

Knowledge of the materials, methods, systems and the tools used to construct objects, structures, and buildings.

Knowledge of the principles, methods, and tools of quality assurance, quality control, and reliability used to ensure that a project, system, or product fulfills requirements and standards.

Knowledge of the concepts, principles, or theories of soil composition, formation, classification, mapping, testing and management including erosion, pollution, conservation, and watershed management.

Knowledge of occupational health and safety, investigation and inspections techniques, rules, regulations, and prevention techniques for the protection of people, data, and property.

**Education Requirement**

Bachelor's Degree in Construction Management, Engineering or a related field of study.

**Experience Requirement**

Two (2) years of experience in construction project management.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.
**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Exposed to temperature changes: variations in temperature from hot to cold
Exposed to humid conditions with high moisture content to cause bodily reactions.
Exposed to hazardous conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Exposed to hazards from electro/mechanical/power equipment.
Occasional pressure due to multiple calls and inquiries
Subject to injury from moving parts of equipment.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to precarious or high locations.
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Exposed to cement dust
Exposed to cold temperatures, cold enough to cause bodily discomfort
Exposed to dust
Exposed to hazards from electrical/mechanical/power equipment
Exposed to heat temperatures, hot enough to cause bodily discomfort
Exposed to housekeeping/cleaning agents/chemicals
Exposed to humid conditions with high moisture content to cause bodily reactions
Noise: sufficient noise to cause distraction
Occasional pressure due to multiple calls and inquiries
Personal Safety: aware of surroundings, people, and events
Subject to burns and cuts
Subject to long, irregular hours.
Subject to: traffic, roadways, and pedestrians.
Subject to varying and unpredictable situations.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one’s feet in an upright position.
Walking: moving about on foot on uneven surfaces
Sitting: remaining in the normal seated position.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Climbing: ascending or descending objects usually with hands/feet.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Kneeling: bending legs to come to rest on one or both knees.
Crouching: bending body downward and forward by bending legs.
Crawling: moving about on hands and knees or hands and feet.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Vision Far Acuity: ability to see clearly at 20 feet or more
Vision Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distances and space relationships.
Field of Vision: ability to see peripherally.
Field of Vision: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension
Neck Flexion: Moving neck upward/downward
Reaching: extending the hand(s) and arm(s) in any direction
Sitting: In sitting position to write a report, vehicle patrol, and the public contact
Neck Flexion: Moving neck upward/downward
Personal Safety: aware of surroundings, people, and events
Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.

**Background Check Requirement**

- Criminal Check
- Education Check
- Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

- Pay Grade: E-811
- FLSA Code: Y
- Management Level: 10
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 
- Revised By: 
- Class History: