



Office of Human Resources  
Project Inspector - CE2940  
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### 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.

### 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**

Potential exposure to temperature changes: variations in temperature from hot to cold

Potential exposure to humid conditions with high moisture content to cause bodily reactions.

Potential exposure to hazardous conditions where there is danger to life, body, and/or health.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Potential exposure 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

Potential exposure to cement dust

Potential exposure to cold temperatures, cold enough to cause bodily discomfort

Potential exposure to dust

Potential exposure to hazards from electrical/mechanical/power equipment

Potential exposure to heat temperatures, hot enough to cause bodily discomfort  
 Potential exposure to housekeeping/cleaning agents/chemicals  
 Potential exposure 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 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**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date:**  
**Revised By:**  
**Class History:**