



Office of Human Resources
Staff Project Inspector - CE2795

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General Statement of Duties

Performs entry-level inspection work and learns to oversee a variety of construction activities with regard to capital improvement projects to ensure quality assurance, structural integrity, and compliance with specifications, codes, and regulations.

Distinguishing Characteristics

The Senior Project Inspector performs specialized technical inspection work on large and complex capital improvement projects, and is a subject matter expert in a specialty area of construction.

The Senior Project Inspector is distinguished from the Project Inspector, which performs full performance technical inspecting work on a variety of small and medium sized capital improvement projects including construction, repair, maintenance, and alterations, and ensures that work performed by contractors and developers is in compliance with established standards, codes, plans, and specifications.

Additionally, Project Inspectors work on projects that involve contracts and assist 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 large and complex capital improvement projects from inception to completion, which includes 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.

Serves as the main point of contact and a subject matter expert for the City on project worksites and in specialized areas of construction, such as construction fabrication; the abatement of hazardous materials like asbestos and lead; applying protective coatings and paints to prevent rust and materials damage; inspecting welds, joints, bolts, cables, and other fasteners; erecting steel structures and I-beams; and, applying engineering quality control standards in working with utility companies, other City departments, contractors, and sub-contractors throughout the duration of the project.

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

Member of the design review team that reviews contractor and developer blueprints, plans, and designs, and assists City project managers and engineers in negotiating the terms of final contract for construction, which includes developing contingency plans and special provisions, and estimating costs and quantities of materials; 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.

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.

Identifies inconsistencies, defects, potential pitfalls, and substandard work in the construction process, determines acceptable methods to correct situations with a contractor, project manager, or engineer, and oversees the repair or replacement of non-conforming work to ensure compliance with standards and contract specifications.

Develops and implements quality control and quality assurance programs within specific areas of construction expertise.

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, which includes responding to citizen complaints in order to address issues and problems.

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.

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

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.

Experience Requirement

None

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
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-621
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: