

Class Title: Construction Inspector III

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages and coordinates construction projects. Assists and advises construction inspectors on general construction procedures. Performs quality assurance. Coordinates projects with other utilities and agencies. Performs on-site inspections by reviewing utility cuts, roadway conditions, curbing and sidewalks. Determines compliance with erosion and sediment control standards. Maintains and updates the pavement management system.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Manages construction projects by visiting and inspecting job sites, ensuring compliance with plans and specifications, reviewing and interpreting plans, specifications, and contracts, monitoring project status, resolving problems, meeting with engineers, consulting with inspectors regarding contractor claims, attending construction and progress meetings, reviewing design changes and conducting final inspections.
2	L	Performs project administration by planning time frames, reviewing process payment applications, reviewing invoices for accuracy, conducting progress meetings, coordinating projects with utility companies and other agencies, providing information to citizens, homeowners, contractors and other city agencies, preparing correspondence, evaluating existing street conditions, developing reconstruction plans, evaluating cost estimates, managing budgets and accounts and generating project documentation.
3	L	Supervises personnel by providing inspectors with project plans, specifications and product information, scheduling and assigning work and providing information and advice.
4	L	Performs on-site inspections by reviewing utility cuts, roadway conditions, curbing and sidewalks at various locations, conduct performance testing, reviewing contractor , and reviewing pavement conditions and determining compliance with erosion and sediment control standards. Performs other duties by responding to complaints, performing research, compiling information, preparing reports, reviewing emergency conditions, and inputting updated data.
5	L	Performs emergency weather recovery by assisting in the removal operations for ice, snow, and storm debris.

CSC Adopted: October 2001, CSC Revised: February 2007

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience.
Certifications and Other Requirements	Valid Driver's License. May require certification as a Special Police Officer. May require Virginia Certifications in Erosion and Sediment Control Inspection and Plan Review.
Reading	Work requires the ability to read blue prints, technical specification, construction specification and performance specifications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, algebra, geometry and trigonometry.
Writing	Work requires the ability to write letters, correspondences, create and maintain various forms, e-mails, project minutes and letters.
Managerial	Managerial responsibilities include planning and conducting final inspection, continuous review of multiple contractor's work, coordinate work efforts with utilities companies and various city construction crew, assisting and mentoring inspectors and seasonal employees.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.

CSC Adopted: October 2001, CSC Revised: February 2007

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Inspecting construction site
Sitting	O	Desk work, driving
Walking	C	Inter-office, construction site
Lifting	O	Inspecting construction material
Carrying	O	Testing equipment
Pushing/Pulling	O	Testing equipment
Reaching	F	Inspecting construction material
Handling	F	Inspecting construction material
Fine Dexterity	F	Walking in construction site, computer
Kneeling	F	Inspecting construction
Crouching	O	Inspecting construction
Crawling	R	Inspecting construction
Bending	F	Inspecting construction
Twisting	O	Inspecting construction
Climbing	F	Inspecting construction
Balancing	F	Inspecting construction
Vision	C	Desk work, inspecting construction site
Hearing	C	Contractors, consultants, managers, public, inspectors
Talking	F	Contractors, consultants, managers, public, inspectors
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Motor vehicle, calculator, camera, two-way radio, paint gauges, engineering scales, safety vest, life vest, measuring instruments

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	--
Chemical Hazards	M	Extreme Temperatures	D	Warehouse	--
Electrical Hazards	W	Noise and Vibration	D	Shop	--
Fire Hazards	N	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	N	Darkness or Poor Lighting	M	Other (see 2 below)	--
Physical Danger or Abuse	D				
Other (see 1 below)	N				

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes, hard hat, eye protection, ear protection, life jacket, safety harness

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)