

CONSTRUCTION INSPECTOR

Department: DPW
Division: Engineering
Appointing Authority: Mayor

Grade: Temporary or Intern
Date: 4/15
Bargaining Unit: N/A

Definition:

Responsible for performance and application of principles, practices, methods, equipment and materials of engineering on public and private construction sites with roadway and utility construction and in the office; all other work that is logical to the position as required.

Supervision:

Works under the general direction and supervision of the Engineering Superintendent. Plans and arranges own work, referring unusual matters to supervisor. Works within established policies and under the general policy direction of the Superintendent.

Performs no direct supervisory duties.

Environment:

Duties are performed under typical office conditions, operates standard office equipment; field work may involve inspection or on-site visits to land use developments, construction sites, or public works facilities. Noise level is typical of a construction environment including heavy equipment.

Performs varied and responsible tasks and functions requiring semi-autonomous and independent judgment to ensure compliance with applicable laws, regulations, and departmental policies.

Has occasional contact with employees, departments, elected and appointed officials, citizen or governmental committees, state and federal personnel and agencies, vendors, consultants, contractors, outside organizations and the general public.

Errors in judgment or decisions may cause an adverse impact on employee morale, cause confusion and delay; legal or financial repercussions; waste of public funds, lower standards of service that could seriously affect the public image of the department or the town.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Majority of work is performed at construction sites performing site inspections ensuring that all contract specifications and requirements are fulfilled and proper construction practices are followed; coordinates with contractors' representatives and provides supervision regarding construction requirements and procedures; the use of materials and their application; prepares work summaries, reports and/or specifications for department projects as required or directed.

Inspections may include overseeing construction projects including reconstruction of parking lots, sidewalks, water mains, drainage, earthwork and building demolition or other projects as assigned.

May perform a variety of related projects or other related duties as assigned.

Minimum Qualifications: *Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying.*

Education and Experience: Civil Engineering student and/or construction trades student (Associates degree in Civil Engineering or experience in construction is preferred); or any equivalent combination of education and experience resulting in the ability to perform duties of the position.

Knowledge, Ability and Skill: Demonstrated organizational, record keeping and reporting skills required with experience in Microsoft Office environment, AutoCAD/GIS experience preferred.

Ability and skill to communicate clearly with contractors, superiors and property owners whether oral and written.

Ability to establish and maintain satisfactory relationships with supervisors, contractors, coworkers, and the general public. Must be punctual and perform all aspects of job responsibilities with honesty and integrity.

Physical Requirements: Work is primarily intellectual in nature but requires a variety of physical capabilities while performing the functions of the job, including: moderate to heavy physical effort required to perform manual tasks on-site and possibly under adverse weather conditions. Normal working day may involve walking, lifting, standing, sitting, with moderate to frequent body movements such as reaching, bending, twisting, grasping, pulling and pushing materials. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus. Ability to use computer keyboard and write instructions under standard office conditions.

Special Requirements: Must possess a valid operator's license, or have the ability to obtain one prior to employment, as must drive self to job sites and locations as necessary.

Approved:



Human Resources Director

4/8/15

Date

Revision History: Initial 3/77, 4/15



Department Head