

# City of St. Helens

**Job Title:** Public Works Construction Inspector  
**Department:** Public Works  
**FLSA Status:** Non-Exempt  
**Union:** Yes  
**Date Created:** April 15, 2010

## **GENERAL PURPOSE**

Performs construction inspection of the quality of workmanship and materials used in a variety of public and private projects, including the construction, repair, maintenance or alteration of streets, curbs gutters, sidewalks, driveways, sanitary sewers, water system, storm drain system, and related facilities to ensure quality control and compliance with approved plans, specifications, standards, and/or contract provisions. Assists City Engineer and Project Manager in application of principles, methods, and techniques of civil engineering. Performs other related duties as assigned including, but not limited to, assisting in the review and development of construction design and bid specifications for certain Capital Improvement Projects.

## **SUPERVISION RECEIVED**

Works under the general guidance and direction of the City Engineering Supervisor.

## **SUPERVISION EXERCISED**

None.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conducts routine to advanced inspections of projects during various stages of construction. Inspect public facilities, construction projects, and maintenance related to City department projects and private development projects.
- Inspects for compliance with plans and specifications for various public improvement projects and private development projects.
- Ensures quality control of materials, methods, and compliance with approved plans, standards, specifications, and/or contract provisions. Inspect ongoing maintenance and repair contract work and conditions prior to the start of construction, during construction, and upon completion.
- Takes samples of materials for examination or analysis by laboratories; coordinate results of tests and verify approval.
- Drafts and calculates field notes to document quantities, alignments, grades and locations according to project plans. Compile detailed data of construction progress and inspection results. Prepare various reports on daily operations and activities. Observe work during progress and upon completion. Make accurate field notes. Take photographs, prepare various reports of inspections, operations, and activities. Compose correspondence to contractors, engineers, and developers as necessary.
- Reports work not in accordance with specifications and recommend work stoppage for noncompliance. Enforce routine on-site safety requirements. Note contract deficiencies and issue compliance deficiency notices to contractors requiring modifications to work in progress.
- Investigates, responds to, and resolves complaints arising from construction activity.

- Recommends progress payments during the construction period and final payment after the job is finished.
- Assists in the maintenance of engineering and infrastructure records. Coordinates and prepares as-built plans for street, water, sanitary sewer and storm drainage systems.
- Attends pre-construction meetings. Review plans and specifications to gain familiarity with construction projects.
- Serves as a survey crew member to field survey horizontal/vertical locations, topography, construction staking and other related survey work.
- Calculates dimensions, profile specifications, and quantities of materials for engineering projects.
- Assists in the preparation of traffic, utility and other studies and reports. Assists in the development and upkeep of pavement management system.
- Researches records, maps, and other data to obtain such typical engineering data as locations of water mains and laterals, sewer mains and stubs, hydrants, etc., and zoning district designations or special property assessments.
- Performs a variety of office related functions, including correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones, and responding to inquiries from contractors, developers, property owners, staff and the general public.

#### **PERIPHERAL DUTIES**

- Serves as a member of various employee committees.
- Serves on a field survey crew or as a flag person as necessary.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### Education and Experience:

- a. Graduation from a high school or GED, supplemented by verified technical school or college course training in drafting, computer-aided design (CAD), engineering technology, civil engineering or a closely related field; and
- b. Minimum of two years related experience; or
- c. Any equivalent combination of education and experience.
- d. Certification(s) in inspection-related fields is highly desirable.

##### Necessary Knowledge, Skills and Abilities:

- a. Some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; some knowledge of applicable City policies, laws, and regulations affecting division activities.
- b. Considerable knowledge of public works construction inspection, methods, and materials; knowledge of contract pay estimates.
- c. Skill in arriving at cost estimates on complex projects, some skill in operating the listed tools and equipment, and some skill in basic drafting, surveying, and flagging.
- d. Ability to prepare, organize, and maintain engineering field and office data, reports, and systems, ability to effectively communicate technical information orally and in writing to contractors, developers, property owners, employees, consultants, other governmental agency representatives, city officials and the general public.

#### **SPECIAL REQUIREMENTS**

- a. Must possess a valid State driver's license or have the ability to obtain one prior to employment
- b. Must be physically capable of moving about on construction work sites.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet and data base, and computer-aided design software, standard drafting tools, photocopiers and plotters, pipe locator, engineering calculator, motor vehicle, phone, radio.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Office work is often necessary for filing reports, plan reviews, meeting attendance, and other essential duties. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be physically capable of moving about on construction work sites.

### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a standard office environment with frequent exposure to the outdoors conduction field inspections under variable weather conditions. May be exposed to loud noise level in the work environment. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise levels in the work environment are usually moderate.

**EMPLOYEE ACKNOWLEDGEMENT**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the Public Works Construction Inspector job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_