Job Title: Construction Inspector II

Department: **Engineering**

Immediate Supervisor: **Construction Inspection Supervisor**

Origination Date:	**01/30/2003**
Revision Date:	**07/01/2008**
Job Grade	**807**
FLSA Status	**Non-exempt**

BRIEF DESCRIPTION OF THE JOB:

Performs quality assurance inspections and related activities for construction projects within the City including developer related infrastructure projects and City capital improvement projects for grading, drainage, water, sewer, streets, traffic control, landscape warranty, and other related items. Reviews, approves, and documents field changes in assigned area. Approves traffic control and monitors landscape warranty maintenance permits. Maintains proper documentation of projects throughout two (2) year warranty maintenance period. Performs warranty inspections on storm drain, water, sewer, concrete, paving, sign, stripe, landscape and generate punch list for all deficiencies found. Upon completion of the punch list items, coordinates with developer to conduct warranty final inspection, accept project, and closeout for City to begin maintaining within right-of-way.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Inspects private developer construction projects and City contract projects to assure an acceptable quality level and compliance with Maricopa Association of Governments (MAG) specifications and standards in civil engineering and public works areas including, but not limited to: sewer installations, metering stations, lift stations, force mains, etc.; water installations, wells, pump stations, transfer stations, etc.; storm drain installations, catch basins, slotted drains, review and verification of all testing for water and bacterial testing, drywells, pipe, retention basins, etc.; grading and drainage work; street light installations; dry utility installations, including electric, telephone, telecommunication, and cable TV trenching, and conduit installation; paving and concrete flatwork, including curbs, gutters, sidewalks, driveways, etc.; and bridges and structures.
2	L	Interprets, applies, and enforces the provisions of the City's Engineering Design Standards and Policies; MAG specifications and standards; and other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures. Reviews and interprets construction plans, including water, sewer, paving, landscape, street lights, and grading and drainage plans; ensures compliance with requirements governing uniform construction, installation of utilities and amenities, traffic, sanitation, and other factors. Coordinates construction activities with other City

	Physical Strength Code	ESSENTIAL FUNCTIONS
		departments, divisions, and sections and with outside agencies including governmental, consultants, engineers, developers, and contractors. Initiates letter of acceptance or release of Certificate of Occupancy when all work meets specifications and standards.
3	L	Notifies other City departments when their facilities will be affected by construction Coordinates work sequences and schedules with contractors, private sector utilities, and other City departments and divisions. Researches materials and material testing. Researches methods and practices used to complete commercial and custom home projects. Anticipates water usage needs in advance and coordinates with developers, contractors and water resources. When necessary, issues field memos, warnings, and stop work orders; and monitors project work flow.
4	L	Recommends revisions/updates to the Engineering Design Standards and Policies Manual.
5	L	Records on plans as-built information such as the location of valves, sewer connections, manholes, and water services. Maintains and records field changes on an approved field set of plans and transfers information to a maintained office set as built plans. Reviews submitted final as-builts to ensure all field changes are included on the final as built plans.
6	L	Communicates and verifies progress payment requests and computes final quantities item by item from the contract bid schedule on City contract jobs in order to determine the amount of money to be paid to the contractor.
7	S	Prepares and maintains records of inspection activities, prepares reports, enters project data into computerized tracking system, and attends meetings.
8	L	Maintains project files including detailed documentation and compliance of contract documents of project correspondence, test results, approved plans and shop drawings, and compliance certificates. Coordinates pre–construction meeting for each project including coordinating scope of work. Inspects finals and warranty pre-walks.
9	S	Exhibits a service orientation towards external and internal customers and maintains productive working relationships. Investigates complaints and recommends solution and implementation with developers. Participates in monthly water/engineering meetings to solve field problems and build strong working relationships.
10	L	Trains new inspection staff.
11	M	Performs plan review for dry utility installations including electric, telephone, telecommunications, cable TV trenching, and conduit installation (based on duties as assigned). Inspection of assigned project progress and restoration.
12	M	Performs plan review and inspection of traffic control plans and implementation in compliance with state and local requirements (based on duties as assigned.) Inspects and coordinates and may approve traffic control to ensure proper set up and maintenance.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read general correspondence, construction plans and specifications, documents, engineering technical standards, installation standards, and engineering manuals.
Math	Work requires the ability to perform engineering calculations, trigonometry, algebra, geometry; and general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write general correspondence, memorandums, handouts, letters, and to enter and retrieve project data utilizing the City's computerized tracking system.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure. An example would be a "II" advising a "I".
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal/Human Relations Skills	Moderate - Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers
Fine Dexterity	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Computer keyboard ☒ Telephone keypad ☒ Calculator ☒ Calibrating equipment
Walking	☐ N ☐ R ☐ O ☒ F ☐ C	☒ To other departments/offices ☒ Around work site
Lifting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☒ Files
Carrying	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☒ Files
Sitting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Desk work ☒ Meetings ☒ Driving
Reaching	☐ N ☐ R ☒ O ☐ F ☐ C	☒ For supplies ☒ For files
Handling	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Paperwork ☐ Monies
Kneeling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Crawling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Under equipment ☒ Inside attics/pipes/ditches

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/ Pulling	☐ N ☒ R ☐ O ☐ F ☐ C	☒ File drawers ☒ Equipment ☒ Tables and chairs ☐ Hoses
Climbing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Stairs ☒ Ladders ☒ Step stools ☒ Onto equipment
Vision	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Reading ☒ Computer screen ☒ Driving ☒ Observing work site
Foot Controls	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Balancing	☐ N ☐ R ☒ O ☐ F ☐ C	☒ On ladders ☒ On equipment ☐ On step stools
Bending	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☐ Making repairs
Crouching	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Hearing	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public ☒ Listening to equipment
Twisting	☐ N ☐ R ☐ O ☐ F ☒ C	☒ From computer to telephone ☒ Getting inside vehicle
Talking	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public

Other		(Explain)

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Telephone, cell phone, copy machine, fax machine, plans, maps, yard sticks, tape measure, mirror, manhole hooks, smart wheel, digital
camera, thermostat, valve keys, hydrant wrench, spec books, engineering scale & ruler, calculator, drafting equipment, vehicle, probe,
Flashlight, engineering tape, leather gloves.

Computer Equipment and Software:

Personal computer, printer, Lotus Notes, Microsoft Office Software, Project Scheduling Software

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☐	☒	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☐	☒	☐	☐	☐
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☐	☐	☐	☐	☒
Noise and vibration (sufficient to cause hearing loss)	☐	☐	☐	☒	☐
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☐	☐	☐	☐	☒

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☐	☐	☒	☐	☐
Chemical hazards	☐	☐	☒	☐	☐
Electrical hazards	☐	☐	☒	☐	☐
Fire hazards	☐	☒	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable diseases	☐	☒	☐	☐	☐
Physical danger or abuse	☐	☒	☐	☐	☐
Other (specify)	☐	☐	☐	☐	☐

Primary Work Location:

☒ Office Environment
☐ Warehouse
☐ Shop
☐ Vehicle
☐ Recreation Centers/Neighborhood Centers
☒ Outdoors
☐ Other (Specify) _____

Protective Equipment Required:

Safety vest, goggles, hard hat, ear plugs, steel toe boots, safety glasses, leather gloves.

Job Demands

Overall Strength Demands:

Overall Strength Demands	
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
☒ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☒	☐	☐	☐
Emergency Situations	☐	☒	☐	☐
Frequent Change of Tasks	☒	☐	☐	☐
Irregular Schedule/Overtime	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☒	☐	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☒	☐	☐	☐
Noisy/Distracting Environment	☒	☐	☐	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk – uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

_____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.