



<b>DATE</b>	May 2007
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Construction Inspector  
DEPARTMENT/DIVISION: Engineering  
REPORTS TO: Construction Inspection Superintendent

**SUMMARY:** Responsible for overseeing and ensuring quality of Capital Improvement and Development construction projects in the City’s right of way including inspecting water, sewer, pavement, storm drainage system and franchise utility inspections. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Reviews on-site work to monitor the daily activities of construction contractors and ensure that the quality of the work being performed meets plan designs and the City’s design standards and specifications.
- Reviews project plans and specifications.
- Coordinates daily construction activities with project Superintendent.
- Coordinates meetings and inspections between project Superintendent and internal City departments.
- Receives and responds to concerns and/or complaints from contractors, engineers, departments, business owners, homeowners, citizens, and/or other interested parties.
- Maintains a variety of records related to inspections, including as-builts, drawings, files, forms, and/or other related records.
- Reviews contractor pay estimates and verifies against field-measured quantities to ensure accuracy of information.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of civil construction principles and practices;
- Knowledge of construction design standards;
- Skilled in providing customer service;
- Skilled in reading and interpreting blueprints, schematics, and/or other related construction documents;
- Skilled in reading and comprehending highly technical or specialized materials;
- Skilled in interpreting, applying, and explaining applicable laws, codes, ordinances, specifications, standards, rules, regulations, policies, and procedures;

- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Two years construction inspection experience.
- Requires a valid State of Texas Driver's License.

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.