



DATE	June 28, 2017
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Senior Construction Inspector
DEPARTMENT/DIVISION: Engineering
REPORTS TO: Civil Engineering Division Mgr

SUMMARY: Performs construction inspection work and manages the activities of other inspectors to ensure that all construction work in public facilities is constructed in accordance with the applicable standards. Works closely with and under the general supervision of Superintendent of Construction Inspection to assist and support overall construction operations, specifically in the following areas.

ESSENTIAL JOB FUNCTIONS

- Responsible for inspecting properties the City will be required to maintain in the future, including the ongoing construction of assigned projects (water, sewer, paving and drainage) and public facilities on new commercial building projects.
- Organize and document schedules to meet deadlines.
- Assist in the scheduling of construction inspectors to ensure that important construction activities such as concrete placement are observed.
- Document construction activities in a journal, noting important construction activities and construction anomalies.
- Provide progress reports throughout the construction phase
- Attend pre-construction and pre-bid meetings with developers, contractors and engineers and discuss specific inspection issues.
- Respond to complaints and inquiries by citizens regarding construction problems.
- Advise contractor on proper application of the General Design Standards to specific construction conditions.
- Provide technical oversight to inspectors concerning unusual construction situations
- Provide support to inspectors in resolving conflicts with contractors, developers, engineers and residents.
- Provide assistance to Superintendent of Construction Inspection as required, including review and processing of contractor pay requests.
- Assist in training all inspectors on proper work methods and construction standards.
- Perform other duties as assigned

SUPERVISORY / BUDGET RESPONSIBILITIES

- Assist in project scheduling for inspectors
- Provide guidance and direction to inspectors as required
- Assist inspectors with daily logs by insuring that logs are updated daily.
- Participate in the review process of assigned inspectors
- Oversee construction project closeout activities with inspectors and complete closeout paperwork.
- Assist inspector with scheduling and interpreting construction testing data.

WORKING CONDITIONS

- Works outside and is exposed to extreme heat, cold, temperature swings, traffic, heavy equipment, and other construction site conditions.
- Stands, walks, bends, stretches, twists, kneels, stoops and other physical activities as part of construction inspection.
- Operates telephone, camera, measuring wheel, city vehicle
- Work in office to complete project documentation.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the City specification for the various types of construction methods, practices, and procedures
- Knowledge of safety precautions in the use of tools and equipment
- Ability to recognize hazardous conditions in the field created by construction or by nature
- Knowledge of construction plans and the interpretation of construction drawings and specifications
- Knowledge of methods used in municipal infrastructure construction.
- Ability to communicate effectively both verbally and in writing
- Ability to develop techniques for dealing and resolving issues with individuals from various socio-economic, cultural and ethnic backgrounds.
- Prepare clear and concise reports working with Microsoft Office Package, Lawson, Kronos.
- Ability to use fax, copier and printer.
- Availability to attend classes and schools to gain knowledge and stay abreast of construction techniques.

MINIMUM QUALIFICATIONS

- Three years experience in construction inspection OR one year technical school training in engineering or construction and two years experience in the construction industry.

- In addition to the above experience, five years experience in other construction activities including inspection and/or various Public Works projects.
- High school diploma or GED equivalency
- Possess valid Class C Texas driver's license

CONDITIONS OF EMPLOYMENT

- Pass pre-employment drug screening test
- Pass MVR check