



## **JOB DESCRIPTION**

Title: **PUBLIC WORKS CONSTRUCTION  
INSPECTOR**

Department: Public Works/Engineering

Class Code: 3055

FLSA Status: Non-Exempt

Effective Date: January 1, 2008 (Rev. 01/2014)

### **GENERAL PURPOSE**

Under general supervision of the City Engineer, performs construction management duties, construction inspection and quality assurance on public works and development projects related to general improvements to public right-of-ways. Ensure compliance with City standards, codes, designs and specifications.

### **EXAMPLE OF DUTIES**

- \*-- Supervises and manages public works construction projects. This entails assuring contractor's work conforms to the project specifications and is accomplished by inspecting the contractor's work on a daily basis; by keeping a daily record of instructions and directions given to the contractor regarding plan and specification interpretation and any required change orders; coordinating with an independent testing lab any materials testing required by project specifications; by verifying quantities for payment on contractor's monthly pay request; by coordinating construction activities with residents, utility companies and other agencies including UDOT and Salt Lake County; by providing for public safety during the project.
- \*-- May make final construction related decisions in the absence of the City Engineer.
- \*-- Conducts construction inspections, reviews contractor pay requests; responsible for the management of ADA ramp, sidewalk, and curb and gutter replacement, trip hazard, and road cut programs.
- \*-- Field supervises Engineering Intern; assigns, monitors and coordinates field work.
- \*-- Inspects and performs oversight on other agencies, utility companies and contractors working within City boundaries and City right-of-way to ensure public safety and ensure protection of City facilities; reviews and approves traffic control plans and coordinates road closures with emergency services; City departments and other agencies to maintain traffic flow.
- \*-- Reviews and issues excavation permits and inspects all road cuts for other agencies and contractors working within City boundaries (whether for water, gas, sewer, telephone, etc.).

- \*-- Reviews and approves bonding, insurance and traffic control plans to ensure protection of the City and ensure public safety.
- \*-- Inspects trench backfill, sub-grade and aggregate base course for grade, compaction, moisture, and preparation for paving.
- \*-- Inspects and performs oversight on the installation of water lines, sewer and storm drains.
- \*-- Conducts construction site inspections for compliance with site SWPPP and City Storm Water Management Ordinance.
- \*-- Answers technical questions and provides information to public and other agencies.
- \*-- Responds to and resolves public inquiries and complaints related to public works construction projects and development.
- \*-- Inspects all aspects of subdivision construction and development; performs final inspection and acceptance of work and approves bond reductions and releases.
- \*-- Attends and participates in preconstruction meetings with department staff, engineers, contractors, developers and other organizations.
- \*-- Coordinates and conducts preconstruction and progress meetings with contractors, City departments and other agencies.
- \*-- Responds to questions from contractors on bid specifications; coordinates work with contractors, City departments and other agencies.
- \*-- Assists engineering staff with surveying, drafting, specifications and bidding documents; reviews plans prior to final department approval.
- \*-- Assists engineering staff with infrastructure inventories and maintenance of records.
- \*-- Assists street department with snow removal as needed.
- \*-- Must be generally available and respond to emergency “call outs” on construction projects at any time of day, year-round.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from high school and four (4) years of experience in public works construction or any equivalent combination of education and experience.

## Special Requirements

- Must possess a valid Utah Driver's License. Must obtain NICET Level I Certification for Materials, Asphalt, Concrete, Soils and Highway Construction or possess an equivalent certification. Must be ACI Certified for Concrete Field Testing or possess an equivalent certification. Must obtain a ATSSA Traffic Control Supervisor Certification within one year of hire date.

## Necessary Knowledge, Skills and Abilities

- Considerable knowledge of public works construction management, inspection, methods and materials; knowledge of contract administration and pay estimates; working knowledge of methods and interpretation of soil analysis, materials, compaction and density tests; working knowledge of surveying and surveying methods; knowledge of drafting and engineering.
- Ability to read and interpret plans and specifications; ability to establish and maintain effective working relationships with employees, contractors, other departments and the public; ability to follow written and oral instructions; ability to communicate effectively, both verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets, and database software; engineering calculator; surveying equipment; motor vehicle; phone; mobile or portable radio.

## **PHYSICAL DEMANDS**

The physical demands described here 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. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate testing instruments, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

## **WORK ENVIRONMENT**

The work environment characteristics described here 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.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in excavations and roadways 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 level in the work environment is usually moderate to loud.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.