

JOB TITLE: Construction Inspector

DEPARTMENT: Engineering and Development Services

REPORTS TO: City Engineer

PRINCIPAL PURPOSE OF JOB: Monitors public works construction when the project is of sufficient size and/or complexity to require continuous inspection to help ensure compliance with the project plans and specification.

LEVEL OF AUTHORITY: Performs regular and recurring duties with general supervision. Work assignments are usually specific in scope and periodically checked form compliance with City objectives.

ESSENTIAL JOB FUNCTIONS:

1. As directed and under occasional supervision, perform field inspections related to utility, street and other public works construction projects to help ensure compliance with the plans, specifications and applicable local, state and federal standards.
2. Make recommendations to the City Engineer for field changes on construction projects.
3. May act as liaison between contractors and the general public with respect to various public works projects.
4. Communicate with various City departments and private utilities to advise them of construction schedules.
5. Perform field inspections of all work performed in public rights-of-way including easements. Inspect construction practices and materials to determine if they are in conformance with the intent of the plans and specifications.
6. Maintain records of construction project and process information gathered in the field or supplied by engineers and contractors. Develop “as-built” drawings of the construction as work progresses.
7. Observe and report results of performance tests conducted by the contractors, City crews or independent testing firms on waterlines, streets, sanitary and storm sewers.

QUALIFICATIONS:

1. Must have a minimum of four years technical education or equivalent knowledge from experience.
2. Must have knowledge of road, utility and other public work construction practices.
3. Must have a valid Washington State driver's license.
4. Must have knowledge of municipal construction standards and be able to apply to construction.

PHYSICAL CAPABILITES:

1. Must have physical strength, ability, and stamina to drive to sites and walk rough terrain.
2. Must have visual ability sufficient to read technical drawings and make inspections at a distance and at close range, including underground installations.

OTHER CAPABILITIES:

1. Must have reading ability sufficient to read manuals, trade magazines and other technical materials such as ordinances and codes.
2. Must have writing ability sufficient to write daily reports, corrective action notices and interoffice memos.
3. Must have good communication skills to deal with the public and to work cooperatively with other City employees, developers, contractors and subcontractors.
4. Must be able to read and interpret blueprints and maps.
5. Must be available to work irregular hours as necessary to conform to contractor's work schedules, particularly during summer months.

USE OF TOOLS AND EQUIPMENT

Ability to use computers and survey equipment.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive

listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

3. Following an offer of employment and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes No

If testing is required, will accommodation be necessary?

Yes No

Signature_____

Date_____