



Career Service Authority

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Project Inspector

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance technical work inspecting work quality and materials used on a variety of projects including construction, repair, maintenance, and/or alterations and ensures that work performed by contractors/developers is in compliance with established standards, codes, plans, and specifications.

DISTINGUISHING CHARACTERISTICS

This class performs full performance technical work inspecting work. This class is distinguished from the Senior Project Inspector class that performs advanced level full performance technical inspection work, acts as a subject matter expert in a specialty area of construction such as fabrication, coatings, welding, bolting, erection of structural steel, and/or other specialized technical areas, and ensures that work performed by contractors/developers is in compliance with established standards, codes, plans, and specifications.

The Project Inspector is distinguished from the Senior City Inspector that performs full performance inspection work ensuring compliance with City standards and ordinances, enforces compliance, and issues citations, notices, orders, summons, and permits on projects involving public and private entities. Additionally, Project Inspectors work on projects that involve contracts and incumbents process and approve pay applications.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Inspects a full range of construction projects and acts as the main point of contact for the city with utilities, other departments, contractors, and sub-contractors for the duration of a project.

Reviews plans and specifications during the design phase of a project and attends design meetings to provide input to the project design team including constructability issues, utility conflicts, and legal issues.

Conducts and/or participates in pre-construction meetings for construction projects with the contractor/developer, project manager, and other related parties, clarifies and reviews city procedures, standards, and specifications with contractor(s), and provides technical guidance by answering questions and exchanging information.

Schedules informational meetings in areas affected by projects, develops plans that minimize the impact of a project on a community/neighborhood, attends meetings to provide information and answer questions, and informs every resident and business affected by a project.

Observes and inspects work quality, materials, and equipment used during various stages of construction and coordinates with other inspectors and/or testers to ensure compliance with contract documents, standard details, specifications, approved plans, and other project directives.

Attends job site meetings with the contractor(s) and project manager to discuss problems and possible solutions and recommends and oversees the repair and/or replacement of non complying work.

Evaluates the safety of workers, the work site, and the public to ensure safety guidelines are followed, workers have required personal safety equipment, and that local traffic control plans are effective and ensures that any safety violations are corrected.

Reviews, assesses, confirms, and processes contractor pay applications to ensure contract specifications are met, monitors project schedule and budget, and recommends modifications when necessary.

Reviews as-built drawings at the completion of a project for accuracy and completeness, schedules a final walk through of the site, and ensures that all work is acceptable and in compliance.

Prepares reports on construction progress and inspections and maintains files and reports regarding inspections and plan check activities and findings.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Building and Construction – Knowledge of the materials, methods, systems and the tools used to construct objects, structures, and buildings.

Quality Management – Knowledge of the principles, methods, and tools of quality assurance, quality control, and reliability used to ensure that a project, system, or product fulfills requirements and standards.

Soil Science – Knowledge of the concepts, principles, or theories of soil composition, formation, classification, mapping, testing and management including erosion, pollution, conservation, and watershed management.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Integrity/Honesty - Contributes to maintaining the integrity of an organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Public Safety and Security – Knowledge of occupational health and safety, investigation and inspections techniques, rules, regulations, and prevention techniques for the protection of people, data, and property.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish goals, and causes change.

Arithmetic/Mathematical Reasoning - Performs computations such as addition, subtraction, multiplication, and division correctly, solving practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Customer Service - Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object 10-25 pounds.

Far Acuity: ability to see clearly at 20 feet or more

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Temperature Changes: variations in temperature from hot to cold.
Humid: conditions with high moisture content to cause bodily reactions.
Hazards: conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Exposed to hazards from electro/mechanical/power equipment.
Pressure due to multiple calls and inquiries.
Subject to injury from moving parts of equipment.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Works in precarious or high locations (ladders, scaffolding, etc.).

Education Requirement:

Bachelor's Degree.

Experience Requirement:

Three years of experience in construction management and/or project engineering.

Education/Experience Equivalency:

Additional appropriate experience may be substituted for the minimum education requirement.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 04/04/2010

REVISED BY: Patricia Anderson

CLASS HISTORY 4/2010 - This class specification was revised and updated as part of the Technical Engineering Study (2010).