



Construction Inspector I, II, III

General Information

Classification Code:	TCHSPC
Effective Date:	10/10/2020
Pay Grade:	B22-B24
FLSA Status:	Non-exempt

Position Summary

Performs construction management duties, construction inspection and quality assurance on public works and development projects related to general improvements to public right-of-ways. Ensures compliance with City standards, regulations, codes, specifications and contract requirements. Inspects work and material of contractors at various intervals to verify compliance with contract documents. Inspection of construction projects might include areas such as streets, alleys, storm drain and sanitary sewer systems, sidewalks, traffic, and other projects. Advanced duties may include project design, writing specifications, engineer's estimates and preparing bid packages.

Classification Characteristics

The Technical Specialist is a paraprofessional classification focused on performing specialized functions and on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when operations are carried out, but not as to what operations constitute the process and may include lead responsibilities for lower level staff

Construction Inspector I – This is the entry level class within the Technical Specialist classification. This level performs basic and routine supportive and technical tasks. This includes inspection of concrete flatwork, sewer rehabilitation projects, and overlay projects. Also reviewing and providing comments on Capital Improvement Projects and Public Improvement Permit Projects. This class is distinguished from the Construction Inspector II by the performance of more basic and/or routine technical skills. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited work experience.

Construction Inspector II – This is the journey level class within the Technical Specialist classification. This level is distinguished from the Construction Inspector I level by the assignment of the full range of duties assigned. This class performs some advance skills involving technical knowledge that require an understanding of established and defined department or program policies and procedures. This includes inspection of projects such as street projects, subdivisions, temporary traffic control, major sewer projects, and encroachment permits. Duties are performed independently under general guidance from a supervisor. *Positions assigned to this classification are flexibly staffed and are normally filled by advancement from the first level. When filled from the outside, they require several years of prior experience in the assigned field.*

Construction Inspector III – This is the advanced/lead level within the Technical Specialist classification. This level performs work at an advanced level and requires demonstrated competency inspecting a wide variety of development and public works construction projects. Duties require the application of advanced paraprofessional principles and practices with general guidance provided by the supervisor. This includes roundabouts, large projects with multiple disciplines, or projects that are technically challenging. This may also include project design, permitting, writing specifications, engineer's estimates and preparing bid packages. Employees at this level may provide training and orientation to newly assigned personnel.

Classification Characteristics

Grade progression is dependent on the years of experience/expertise in position or specialization, AND degree of complexity, coordination, and visibility of projects in the community.

This Technical Specialist classification series is differentiated from the Technical Analyst classification as responsibility of the Technical Analyst classification is at a broad professional level. The Construction Inspector series is distinguished from the Building Inspector series by responsibility for performing construction and safety inspections of all infrastructure development and/or improvement within the public right-of-way including but not limited to: sewer, water, storm water, street, sidewalks, driveway approaches, and curbs. The Building Inspector series is responsible for inspections of residential and/or commercial structures. The Construction Inspector is in the Technical Specialist classification and the Building Inspector is in the Code Enforcement Specialist classification.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Conducts inspections and monitors construction of public works and private developments in the right-of-way to ensure compliance with approved plans and construction standards. Reads and interprets construction plans in conjunction with actual construction. Responsible for inspection of ADA ramps, sidewalks, curb and gutter replacements, trip hazards, pavement evaluation, and road cuts.
2	Performs basic contract administration of construction projects, verifying accuracy of and processing statements for payment, preparing reports, writing change orders, and preparing for and conducting pre-construction and work-in-progress meetings.
3	Provides information to contractors, engineers, and developers regarding construction irregularities and appropriate corrections; stops construction as necessary to obtain contractor cooperation. Consults and advises developers, contractors, and engineers of requirements needed to pass inspection.
4	Meets with staff, general contractors, sub-contractors, architects, engineers, and other customers to explain engineering requirements and resolve conflicts and problems. Answers technical questions from the public regarding City, State and applicable local construction requirements. Coordinates with other divisions and governmental agencies on final project acceptance.
5	Oversees, inspects, and documents activities on Capital Improvement Projects. Maintains daily inspection reports, accurate records of work completed, and as-built documentation.
6	Oversees, inspects, and documents activities on Public Improvement Permit Projects. Maintains daily inspection reports, accurate records of work completed, and as-built documentation.
7	Inspects all public works projects near the end of the warranty period to identify failures and inspects repairs.
8	Writes, maintains, and files accurate inspection and progress reports, records and plans. Enters inspection reports into computer system. Tracks inspections and stop work orders. Monitors construction milestone testing. Checks for proper dimensions, quantities, and proper use of materials.
9	Assembles and evaluates technical data and provides guidance on design, construction methods and materials.
10	Creates, assembles, and maintains complete files of work-in-progress and code compliance inspections. Monitors work-in-progress on approved plans to assure compliance with agreed upon specifications.
11	Establishes and maintains effective working relationships with contractors and other professionals, City staff, and the public.
12	Assists engineering staff with surveying, drafting, specifications, and bidding documents. Uses AutoCAD for simple drafting.
13	Performs other duties of a similar nature or level.

Functional Specific Responsibilities

N/A

Qualifications

Minimum Qualifications:

- Construction Inspector I: Associate's degree or two-year technical certificate relevant to area of assignment and 0-2 years of experience typically in technical engineering assignments, project management, construction inspection, and/or construction surveying experience or an equivalent combination of education and experience to successfully perform the job.
- Construction Inspector II: Associate's degree or two-year technical certificate relevant to area of assignment and 3-5 years of experience typically in technical engineering assignments, project management, construction inspection, and/or construction surveying experience or an equivalent combination of education and experience to successfully perform the job.
- Construction Inspector III: Associate's degree or two-year technical certificate relevant to area of assignment and 5 or more years of experience typically in technical engineering assignments, project management, construction inspection, and/or construction surveying experience or an equivalent combination of education and experience to successfully perform the job.
- Specialized knowledge specific to area of assignment may be required.

Licensing/Certifications:

- A valid Oregon driver's license at time of appointment.

Technology Skills:

- Calendar and scheduling software
- Compliance software — Accela
- Electronic mail software — Microsoft Outlook
- Internet browser software — Microsoft Internet Explorer
- Office suite software — Microsoft Office
- Presentation software — Microsoft PowerPoint
- Spreadsheet software — Microsoft Excel
- Word processing software — Microsoft Word

Knowledge Required:

- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of roads, sewers, or other infrastructure in the right of way.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and construction of various goods and services.
- Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, drawings, and models.
- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Law and Government — Knowledge of laws, codes, precedents, government regulations, City, state, and federal standards, designs and specifications.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Qualifications

Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Speaking & Writing — Communicating to convey information effectively by speaking and writing as appropriate for the needs of the audience.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management — Managing one's own time and the time of others.
- Instructing — Teaching others how to do something.
- Mathematics — Using mathematics to solve problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Abilities:

- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Oral Comprehension & Expression — The ability to listen to and understand information and ideas presented through spoken words and sentences and the ability to communicate information and ideas in speaking so others will understand.
- Respectful Communication — The ability to effectively assert views and fully listen to the views of others. This includes the ability to self-manage and contribute to healthy and productive workplace interactions.
- Near & Far Vision — The ability to see details at close range (within a few feet of the observer) and at a distance
- Written Comprehension & Expression — The ability to read and understand information and ideas presented in writing and to communicate information and ideas in writing so others will understand.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Speech Clarity & Recognition — The ability to speak clearly so others can understand you and to identify and understand the speech of another person.
- Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-5% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-5%	11-35%	36-75%	76-100%		0%	1-5%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing			X			0-10 lbs.		X			
Sitting			X			11-20 lbs.		X			
Walking – Even Surface			X			21-50 lbs.		X			
Walking – Uneven Surface			X			51-75 lbs.		X			
Kneeling		X				76-100 lbs.		X			
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors	X				
Twisting		X				Outdoors		X			
Crawling	X					Dust			X		
Squatting/Crouching		X				Fumes/Odors/Gasses		X			
Balancing		X				Chemical Agents		X			
Reach – Overhead		X				Biological Agents		X			
Reach – Forward		X				Noise – Low			X		
Reach – Backward		X				Noise – Moderate			X		
Climbing – stairs		X				Noise – High			X		
Climbing - ladder	X					Low Light		X			
USE OF HANDS						Heat			X		
Grasping – whole hand		X				Cold			X		
Grasping – pinch grip		X				Restricted workspace	X				
Fine manipulation/feeling		X				Vibration – whole body		X			
Keyboarding			X			Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.				X		Driving – vehicle/equipment				X	
11-20 lbs.		X				Operate foot controls		X			
21-50 lbs.		X				Seeing					X
51-75 lbs.		X				Talking			X		
76-100 lbs.		X				Hearing					X
						Extended work hours			X		

Classification History

Created 2012.01
 2015.04 – Revisions by HR
 2016.06 – Revisions by HR
 2020.11 – Reformat & revisions by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____