



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Public Works Construction Inspector

Department: Public Works

Reports to: Senior Engineer

Pay Grade: H09

Date Established: 1/2019

Date Revised: 3/2019

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Public Works Inspector supports the mission of the Engineering Department through the detailed monitoring of public works development and construction and utility projects, data collection and maintenance, enforcement of city standards and codes, and performing related work as required. Public Work Inspectors do not inspect buildings, but rather infrastructure projects in the Public Right of Way (i.e. streets, drainage, water, wastewater, etc). This is a para-professional and technical engineering related position. This position works under general supervision from the Senior Engineer.

The principal function of an employee in this class is to monitor construction and perform inspection and enforcement duties for private and publicly funded construction works within the City of Pocatello. Construction projects may include some or all of the following: curb, gutter and sidewalk; street; grading and drainage; power; gas; communications; water; sewer; storm sewer; and related public works development on residential, multi-family, commercial, and/or public works projects to ensure compliance with industry and City standards and specifications.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public. The PW Construction Inspector must be able to maintain professional comportsment in high stress situations.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in construction and high traffic areas. The noise level is generally moderate. The job necessitates working around construction sites at all stages of completion which may involve falling hazards, open excavation and temporary safety installations. The job requires driving a vehicle.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Monitors construction and performs inspections and enforcement duties for private and publicly funded construction works within the City of Pocatello. In conjunction with the Public Works Project Manager, approves continuance of work progress or issues "stop work" notices based upon compliance to standards and project specifications.

Inspects and monitors private construction that impacts public infrastructure and public improvement projects including, but not limited to, water; sewer; storm sewer; street; curb, gutter, sidewalk; grading and drainage; and related public infrastructure components for completion and compliance with City, state, and other applicable building and construction codes, ordinances, statutes, and stipulations. Monitors work performed in public right-of-ways by private contractors and utility companies to assure pedestrian and vehicle safety. Ensures quality standards are achieved.

Coordinates with Water Department to monitor pressure, flushing, and other required testing of water system construction and installation. Enforces City, state, and other applicable safety, building, construction, health, and environmental codes, ordinances, and standards.

Attends preconstruction meetings and in conjunction with the Project Manager, informs contractors, developers, and interested parties of changes or alterations in plans or requirements. In conjunction with the Project Manager, coordinates and approves final walk-through of projects to verify all field conditions to

comply with specifications. Inspects job sites to ensure the safety of construction workers and the general public.

Reads and interprets plans and makes necessary field changes where and when needed. Makes suggestions for corrections to approved plans to comply with City codes. Ensures all changes are correctly annotated on final record drawings, such as location of water valves, manholes, waterlines, sewer lines, and other utilities. Interprets and applies engineering data specifications and City specifications and codes.

May provide field surveying and construction staking including elevations, site layout and project boundaries on City infrastructure and Capital Improvement Projects.

Maintains detailed daily inspection reports, including photographs, on multiple projects. Ensures construction is accomplished within the confines of the designated permits.

May investigate complaints from citizens; contacts contractors, subcontractors, or utility companies to resolve problems or concerns. Addresses concerns in a professional and concise manner and works to resolve conflicts with reasoned approaches.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Civil engineering testing methods, principles and practices and procedures;
- Sampling and testing applications and procedures;
- Current public works construction methods, techniques, materials, and standard practices;
- City, county, state and other applicable building and construction industry codes, ordinances, statutes, and specifications;
- Safety requirements on construction sites and traffic safety procedures;
- Problem resolution and negotiation skills;
- Record keeping methods, techniques, and objectives;
- Methods, techniques, and objectives of land surveying;
- GPS, surveying, mapping and computer modeling;
- Methods, techniques and objectives of construction project management;
- Effective interpersonal communication skills;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Read and interpret plans and specifications;
- Estimate quantity of materials accurately;
- Perform advanced mathematical calculations;
- Provide field and office support for City Engineering Department on City infrastructure and Capital Improvement Projects, including emergency repair projects;
- Inspect public works construction projects for compliance with applicable codes, ordinances, and development stipulations;
- Review documents and perform field inspections to determine the accuracy of legal descriptions, existing surveys, records of survey, topographic maps, elevations, engineering design, utility locations, and floodplain boundaries;

- Collect field data including location of utility facilities and other items;
- Establish and maintain effective working relationships with developers and contractors, other City employees, supervisory personnel, elected officials, and the public under sometimes stressful or adversarial conditions;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Two (2) years of experience in construction materials testing work or related field; or
- Two (2) years of experience assisting with surveying preferred; and
- Certification as a Public Works Inspector or Engineering Technician preferred; or
- Western Alliance for Quality Transportation Construction (WAQTC) Certifications or ability to obtain them within 6 months preferred;
- Idaho Transportation Department IQP Certifications or ability to obtain them within 6 months; and
- Idaho driver’s license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The Building Inspector must occasionally lift/carry up to 20 lbs, rarely lifting/carrying up to 75 lbs. The noise level is occasionally moderate but includes an environment of building construction and is occasionally very loud. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach and grasp; ability to maneuver uneven terrain; climb ladders and walk on framed structures; and crawl in confined spaces. Position requires hand/finger dexterity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.