

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Senior Street and Sewer Construction Inspector</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>CB92</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Union Eligible</u>
Occupational Group	<u>Engineering support</u>

PRIMARY PURPOSE:

Inspects a variety of Public Works and Environmental Services construction projects and Public Works permits to ensure compliance with plans and specifications.

SUPERVISION:

Under general supervision. Supervises assigned personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Inspects a variety of complex street, sewer, and other Public Works construction and rehabilitation projects at all stages to ensure conformity with plans and designs with little to no technical or administrative assistance.
2. Ensures that proper safety standards are maintained to protect pedestrians, vehicular traffic, and workers while inspecting a variety of street, sewer and other construction projects.
3. Trained in MUTCD/Traffic Safety and reviews and accepts traffic control plans and operations.
4. Assures construction projects follow Federal ADA/PROWAG guidelines.
5. Determines progress, workmanship and character of the construction work.
6. Inspects work at all stages to ensure conformity with plans, specifications, and standards.
7. Inspects stormwater items, subgrade, grades and lines, curing and finishing of concrete, asphalt laydown operations, sewers, and structures.
8. Conducts field tests on concrete, asphalts, aggregates, and soils for quality assurance. Inspects materials and examines certifications for materials for conformity with established requirements and specifications and verifies acceptance tests and inspection documentation.
9. Identifies unsuitable materials and defective work.
10. Is certified for and takes samples of cements, concrete, sand, gravel, steel, paint, oil, asphalt, and other materials in order to make routine and standard tests.
11. Produces extensive project records for daily activities, quantities, materials, wage rates and other items as necessary.
12. Inspects complex projects and produces data in accordance with FHWA, Federal/State Guidelines, EPA, LPA, DNR, MODOT, and other governing agencies as required.
13. Performs minor drafting work in connection with making sketches on semi-detailed maps for project as built and produces information for final project closeout.
14. Supervises assigned personnel, organizes provided inspection staff on assigned projects, and/or coaches others in the inspection of projects.
15. Provides customer service, dealing with other City Departments, the general public, and contractors.
16. Uses computers, mobile technology, and various software on a regular basis.
17. Interprets plans and specifications as needed in development of projects and makes sound decisions and field adjustments.
18. Reviews changes to the specifications and standards and provides feedback on proposed changes to Principal Engineer.

IMPORTANT FUNCTIONS:

1. Operates personal computers, smartphones, tablets and deals with several software applications on a daily basis.
2. Drives to a variety of work sites to perform inspection duties and works in safety sensitive areas in a variety of weather conditions.
3. Attends conferences, workshops, seminars, and other training for professional development purposes.
4. Must keep and maintain all certifications as required.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of complex mathematics, formulas, and computations as it applies to construction work and surveying; knowledge of the principles, practices and methods used in drafting, design, and plan review; Advanced knowledge of surveying, and/or experience as necessary to adequately read and interpret complex grades, profiles, and plans. Complete knowledge of testing practices and equipment utilized for construction and/or rehabilitation inspection and/or techniques for testing soils, aggregates, concrete, asphalt, chemical grouts, storm water construction or sewer rehabilitation materials; Sanitary sewer pipe and manhole evaluation for I&I reduction, materials, construction, inspection, maintenance, rehabilitation, testing, specifications and standards; Extensive knowledge of ADA rules and regulations; Knowledge of project management practices, communication skills, and interaction with people of varying backgrounds and knowledge.

Abilities

Ability to read and interpret complex engineering designs and specifications and to understand and follow complex oral and written instructions; ability to keep complex and detailed inspection records and to make reports; interact courteously with associates, contractors, other local, state or federal agencies, and the general public; communicate effectively both verbally and in writing; ability to use software, computers and mobile technology; a working knowledge of the methods, materials, practices and techniques involved in Public Works construction projects following the City of Springfield’s guidelines; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

A Bachelor’s Degree in industrial technology with emphasis in construction, surveying, drafting and design, or a related field plus five years of experience in streets, sanitary sewers, storm sewers, structures, and/or heavy highway construction inspection and administration, construction or design surveying, material sampling and testing or combination thereof. Directly related work experience may be substituted for the formal education requirement on a year-for-year basis. Preference will be given to work experience directly related to program area for current vacancy.

Physical Requirements

Performs bending, squatting, kneeling, sorting, and reaching to both ground level and overhead; lifts and carries up to 100 pounds and/or push and pull up to 150 pounds; climbs ladders and stairs necessary to get in and out of construction and rehabilitation areas being inspected; holds and grips objects; subject to working in awkward positions and periods of prolonged walking or standing; ability to enter and exit confined spaces; ability to operate a computer keyboard and mouse.

Working Environment

Both indoor and outdoor working environments with exposure to a variety of extreme weather, outdoor, and confined space conditions which includes exposure to dust, gases, strong odors, smoke and pollen; subject to working in cramped spaces, poor lighting and poor ventilation.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License. American Public Works Association (CPII) and FHWA / MODOT certification for materials testing required in first year of employment.

Miscellaneous Requirements

None required.

Last Revision:	June 28, 2018	GENERAL ORDINANCE NO. 5188
Comments:	Updated Essential Functions, Important Functions, Knowledge, Abilities, Experience, Education and Training and Licensing/Certification	Date: June 3, 2002

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____