

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Street and Sewer Construction Inspector</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>CB91</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 construction and rehabilitation projects to ensure compliance with plans and specifications.

SUPERVISION:

Under general supervision.

**DESCRIPTION OF WORK:
ESSENTIAL FUNCTIONS:**

1. Receives training and instruction under a Senior Construction Inspector and supervision staff.
2. Inspects a variety of street, sewer, and other Public Works construction and rehabilitation projects to ensure conformity with plans and specifications.
3. Reads, reviews and interprets plans, specifications, and job special provisions.
4. Inspects field installations of stormwater items, subgrade, grades and lines, placement of concrete, asphalt lay down operations, sewer lines and manholes, and miscellaneous structures.
5. Works closely with other City Departments, Senior Inspectors and supervisors, contractors, and the general public to provide project coordination and customer service.
6. Inspects general materials and examines certifications for materials for conformity with specifications and identifies defective work.
7. Inspects projects and maintains project records and produces reports including but not limited to: daily logs and diaries, quantity measurements, pay estimates, and material records.
8. Conducts field tests and takes samples on concrete, asphalt, aggregates, and soils for quality assurance and takes samples for and/or request field inspection testing as necessary for acceptance.
9. Coordinates permit inspections and follows through with field and office requirements for permit closure including excavation, sidewalk, and driveway permits.
10. Ensures that proper safety standards are maintained to protect pedestrians, vehicular traffic, and workers on a variety of construction projects and job sites.
11. Uses computers, mobile technology, and various software on a regular basis.
12. Makes sketches on semi-detailed maps for project as built and produces information for final project closeout.

IMPORTANT FUNCTIONS:

1. Operates a variety of computer devices including laptops, smartphones and tablets and numerous 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.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Have basic knowledge of methods, materials, practices and techniques involved in Public Works construction and/or maintenance and sewer rehabilitation projects; test equipment utilized for construction and/or rehabilitation inspection and/or techniques of testing soils, concrete, asphalt, sanitary sewer pipe and manholes, construction and rehabilitation materials; surveying practices and techniques; math as it applies to construction work, project documentation, and simple survey grading calculations. Sanitary sewer evaluation for I & I reduction, materials, construction, inspection, maintenance, rehabilitation, testing, specifications and standards. Has basic knowledge of project management practices, communication skills, and interaction with people of varying backgrounds and knowledge.

Abilities

Perform inspection of a variety of construction projects; read and interpret engineering plans and specifications; conduct appropriate field tests; understand and follow oral and written instructions; maintain detailed inspection records and prepare necessary reports; be organized and process varying work task and processes; interact courteously with associates, contractors, other local, state or federal agencies and the general public; communicate effectively both verbally and in writing; effectively use a computer and its applicable software, and mobile technology; welcome and embrace differences among employees and citizens; perform effectively as a member of a 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

Two years of college or vocational and technical training in industrial technology with emphasis in construction, surveying, drafting and design, or a related field work plus three years of construction or maintenance experience in streets, sanitary sewers, storm sewers, surveying, material sampling and testing, or construction administration/project management. Directly related work experience may be substituted for the formal education requirement on a year-for-year basis. Preference will be given to 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. FHWA or MODOT certification for materials testing required in first year of employment.

Miscellaneous Requirements

None.

Last Revision:	June 28, 2018	GENERAL ORDINANCE NO. 5199
Comments:	Updated Essential Functions, Important Functions, Knowledge, Abilities, and Experience, Education and Training.	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:** _____