Title: Public Works Inspector

FLSA Status: Exempt

Rate of Pay: 10

### JOB PURPOSE:

The Public Works Inspector performs both administrative and field work in planning, organizing, directing, and inspection of various Public Works operations, projects, and programs.

This position encompasses construction/project management and inspection related skills in both the field and office. It includes preparing and reviewing plans, enforcing plans, and ensuring that contractors adhere to the specifications governing work done in the public rights- of-way or public properties. Work also involves responsibility for inspecting construction work in progress and ascertaining whether it meets specific standards and providing corrective action when deemed necessary. Manages utility company and contractors’ permitted work including field inspections, report writing, tracking results, and ensuring compliance with governing regulations.

Work also involves the day-to-day oversight and implementation of the city’s sewer lateral assistance program and assists in the day-to-day oversight of the floodplain management plan.

ESSENTIAL FUNCTIONS

* Oversees the day-to-day oversight and implementation of the city’s sewer lateral assistance program.
* Performs inspections of work associated with the sewer lateral program.
* Assist in the performance of inspections of Public Works projects, and contract projects which may include public improvement projects such as subdivisions, drives, sidewalks, curbs, streets, trails, parking lots, parks, sanitary sewers, streetlights, traffic signals, signs, etc.
* Assists in the review and issues utility and permit work applications for public rights-of-way.
* Reviews drawings and specifications for construction work against all applicable standards, regulations, and trade practices.
* Assists with field surveys, prepares quantities, conducts preliminary specifications for in-house projects, and reviews plans, and specifications prepared by others.
* Maintains construction-related records, files, and drawings; prepares and updates improvement permits.
* Assists in the day-to-day oversight of the floodplain management plan.
* Provides and manages correspondence regarding floodplain development.
* Reviews Floodplain Development Permits.
* Performs inspections of work associated with the Floodplain Development Permits.
* Oversees Floodplain Development Permit Applications and inspections for city related projects.
* Review of Land Disturbance Permits.
* Performs inspections of work associated with the Land Disturbance Permits.
* Provides technical assistance to the Maintenance Supervisors and city crews relative to construction; aids related to the construction of improvements.
* Receives and processes citizen complaints and requests field investigations; reviews complaints with citizens and ensures resolution.
* Relied upon for knowledge of utility construction means and methods, easements and property use rights, labor-materials and regulations for work and constructability reviews of any improvement project.
* Inspects work performed by private contractors and utility companies; checks for proper adherence to plans and specifications; checks lines and grades from surveyor’s stakes; keeps records of progress; makes inspections of concrete and asphalt work/facilities.
* Monitors and stops construction operations where serious violations of contract specifications are occurring; informs superiors of such violations, and tracks and ensures compliance.
* Secures samples of materials to be tested.
* Organizes and supervises routine surveys, field and office studies, and inventories.
* Prepares routine engineering/construction plans and sketches.
* Research survey information and other requests and prepares written reports and field surveys.
* Contract preparation and project management.
* Performs field investigations, follows-up on specific complaints and concerns, and makes recommendations for resolution.
* Has considerable public contact work as representative of the department.
* Prepares special studies and reports on assigned departmental operations, compiles and reviews information and statistics regarding performance, cost, and expenditures; assists in preparing detailed and technical reports in consultation with the Assistant Director and/or Director.
* Performs related work as required.

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

* Knowledge of civil engineering principles and practices.
* Knowledge of contract requirements and contract management.
* Knowledge of floodplain development regulations, methods, and inspection.
* Knowledge of the principles and practices of program development and administration.
* Knowledge of construction methods, materials, and techniques.
* Knowledge of office procedures, methods, and equipment including computers and applicable software applications.
* Knowledge of principles of supervision, training, and performance evaluation.
* Knowledge of pertinent federal, state, and local rules, Codes, and regulations.

Ability to:

* Oversee and coordinate the work of consultants and contractors as needed.
* Assist in the selection, supervision, training, and evaluation of the staff.
* Participate in the development and administration of department goals, objectives, and procedures.
* Assist in the preparation and administration of budgets.
* Analyze programs, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
* Research, analyze and evaluate new service delivery methods and techniques.
* Interpret and apply federal, state, and local policies, codes, and regulations.
* Operate office equipment including computers, plotters, and other supporting word processing, spreadsheet, and database applications.
* Communicate clearly and concisely, both orally and in writing.
* Establish and maintain effective working relationships with those contacted in the course of the week.
* Ability to use independent judgment in determining methods and techniques to be employed in achieving objectives.
* Ability to work in fast-paced and challenging environment as well as exposure to inclement weather, elements, and safety-sensitive construction work sites.

### QUALIFICATIONS:

Education/Training:

* High School diploma or GED with five (5) years of directly related maintenance and inspection operations experience, with a minimum of three (3) years of administrative experience.

Experience:

* Prior management experience in construction and inspections of projects, site plan reviews, record keeping and document production to meet legal and financial audit requirements.
* Considerable experience in construction trades, methods and materials, and inspections.
* Proficiency with computers, including Microsoft Outlook, Works and Excel and comparable software programs.
* Prior experience in floodplain management as it relates to local, state and federal regulations.
* Must be able to read and wright in English.

License or Certificate:

* Possession of a valid driver’s license.
* Possession of, or ability to obtain OSHA -10 certification.
* Possession of, or ability to obtain OSHA -30 certification.
* Certified Public Infrastructure Inspector designation is desired.
* L-TAP Road Scholar certifications/designations are desired.
* NIMS certifications are desired.

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| Responsible for following all prescribed safety rules and regulations; and utilizing and wearing appropriate safety gear. |
| Follows and upholds City and departmental rules, regulations, policies, and procedures. |

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| Reports to work free from the effects of drugs/controlled substances and/or alcohol, and free from impairment due to prescription drugs. |
| Maintains regular attendance. |
| The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position. |

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| -Physical strength for this position is indicated below with “X”- |
| Sedentary | Light | **X** | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. | Exerting up to 20 lbs. | Exerting 20-50 lbs. | Exerting 50-100 lbs. | Exerting over 100 lbs. |
| occasionally or negligible | occasionally, 10 lbs. | occasionally, 10-25 lbs. | occasionally, 10-25 lbs. | occasionally, 50-100 lbs. |
| weights frequently; | frequently, or negligible | frequently, or up to 10 | frequently, or up to 10-20 | frequently, or up to 20-50 |
| sitting most of the time. | amounts regularly OR | lbs. regularly. | lbs. regularly. | lbs. regularly. |
|  | requires walking or standing |  |  |  |
|  | to a significant degree. |  |  |  |

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| CRegularlyOver 70% | FFrequently41% to 70% | OOccasionally16% to 40% | RRarelyUp to 15% | NNever0% |

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| --- | --- |
| -Physical Demand- | -Frequency- |
| Sitting | F |
| Talking | F |
| Hearing | C |
| Feeling attributes of objects (e.g., determining size, shape, temperature, or texture bytouching with fingertips) | O |
| Grasping | F |
| Pushing | R |
| Standing | F |
| Walking | F |
| Driving | F |
| Reaching with hands/arms | O |
| Stooping, kneeling, crouching, crawling | O |
| Climbing or balancing | R |
| Repetitive wrist, and or finger movement | C |
| Moving up and down from/to sitting position on the floor | R |
| Physical support and care of children (e.g., diapering, feeding, positioning, etc.) | N |

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| -Environmental Condition- | -Frequency- |
| Work in confined spaces (crawl spaces, shafts, pipelines) | N |
| Wet, humid conditions (non-weather) | N |
| Varying, inclement outdoor weather conditions | F |
| Vibration | O |
| Work in hazardous traffic conditions (does not include regular traffic commute) | O |
| Extreme cold (non-weather; 1 hour) | N |
| Extreme heat (non-weather; >100 deg. F for > 1 hour) | N |
| Subject to oils (mechanical or food) | R |
| Required to wear a respirator | N |
| Fumes or airborne particles | R |
| Work near moving mechanical parts | O |
| Work in high, dangerous places | N |
| Risk of electrical shock | N |
| Potentially hazardous bodily fluids | N |
| Potentially hazardous or cancer-causing agents or chemicals | N |

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| -Visual Activity- | -Usually Required- |
| Clarity of vision at 20 feet or more. | Yes |
| Clarity of vision at 20 inches or less. | Yes |
| Three-dimensional vision- ability to judge distance and spacerelationships. | Yes |
| Precise hand-eye coordination. | No |
| Ability to identify and distinguish colors. | Yes |

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| -Noise Exposure Level- | -Indicator- |
| Very quiet |  |
| Quiet |  |
| Moderate noises (i.e., an office with conversations, photocopiers,and/or computer printers.) | X |
| Loud noise |  |
| Very loud noise |  |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, fax, computer, and associated hardware and software.

### SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this job description and understand the requirements and responsibilities of the position are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhausted list of all responsibilities, duties, and skills required of personnel so classified in this position. I further understand that this job description does not constitute as an employment contract between the city and employee and is subject to change by the city as the needs of the city and requirements of the job change.

I am not related to any elected or appointed official or employee of the City of University City.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Title of Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Title of Department Head | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Department Head | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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