

City of Oregon City

Position Description

Position: Construction Inspector	AFSCME Union
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: Public Works Director/City Engineer	Salary Grade: 36

Summary

Performs inspections of development and public works construction projects. Stages inspections at various intervals in the construction process to verify that methods, materials, and completed projects comply with specifications and codes.

Distinguishing Career Features

The Construction Inspector is a specialized position within the Engineering Technician and Engineer career paths. Advancement to from Engineering Technician III to Construction Inspector is possible with a demonstrated competency inspecting a wide variety of development and public works construction. The Development Engineer is the first professional level and requires a bachelor's degree in an engineering discipline and active status as an Engineer-In-Training. The Development Engineer combines plan review and analysis as well inspection of the full range construction activity.

Essential Duties and Responsibilities

- Inspects and prepares reports on public works projects, such as, but not limited to subsurface and surface street construction, structures, and other infrastructure, for quality of work and material, for proper line, grade, slope, placement, and for adherence to stipulations and specifications.
- Inspects and prepares progress reports on methods of construction utilized by contractors. Checks for proper dimensions, quantities, and proper use of materials.
- Interprets plan requirements. Verifies accuracy and consistency with plans and drawings. Discusses, explains, interprets and relays changes to contractor during construction.
- Interprets and evaluates construction methods and materials, suggesting alternatives should questions arise about compliance with specifications.
- Inspects and prepares daily reports on the construction of curbs, sidewalks, and street and other pavements for proper grade and slope. Checks forms for proper alignments and surfacing. Checks crown before and after surfacing material has been applied. Inspects gravel, asphalt and other concrete mixes for quality.
- Assists with the review of engineering plans for commercial, industrial and residential structures proposed through the permit process, as requested.
- Monitors work-in-progress on approved plans to assure compliance with agreed upon specifications.

- May conduct engineering studies to evaluate the feasibility of proposed or ongoing projects or methods or to recommend solutions to existing field problems. Assembles and evaluates technical data and provides guidance on design, construction methods and materials.
- Creates, assembles and maintains complete files of work-in-progress and code compliance inspections.
- May observe and provide safety advice to work teams engaged in construction.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires technical specialization in engineering and construction practices, materials, costs, construction techniques and trends, regulations, standards and equipment. Requires sufficient human relations skill to convey technical engineering concepts, specifications, codes and rules to professional, trades, and technical employees, and to work cooperatively with internal and external customers. Requires technical writing skills sufficient to document inspections and work-in-progress. Requires a working knowledge of the documentation and record keeping requirements associated with inspections. Requires advanced mathematics skills to calculate material quantities, related technical computations for public utility infrastructure and financial computations.

- **Abilities**

Requires the ability to perform all the responsibilities of the position. Requires the ability to interpret, apply, and communicate complex rules, regulations, laws and ordinances. Requires the ability to review and interpret engineering plans and specifications. Requires the ability to analyze technical design engineering, construction engineering and surveying problems. Requires the ability to read engineered design and construction-related drawings. Requires the ability to conduct mathematical computations using physics, algebra, analytic geometry, and statistical analysis. Requires the ability to organize and sequence work associated with the inspection of complex projects, converting them into approved action plans. Requires the ability to conduct timely inspections. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

- **Physical Abilities**

The incumbent performs work of a sedentary to moderately active nature. Requires sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time. Requires sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level. Requires visual acuity to read three-dimensional and detailed drawings and observe structural work-in-progress at construction sites. Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

- **Education and Experience**

The position requires an Associate's degree with a major in engineering or construction technology, or five years of progressively responsible technical engineering, construction

management, and inspection experience.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from traffic and proximity to moving equipment.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.