

## City of Oregon City

## Position Description

Position: Senior Construction Inspector	AFSCME Union
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: Right of Way Construction Manager	Salary Grade: 40

### **Summary**

Performs inspections of development and public works construction projects that typically have a higher level of complexity, tight schedules, extensive coordination among many stakeholders, and increased level of public involvement. Provides lead direction, training, technical advice and acts as a lead to Public Works Construction Inspectors. Assists the supervisor in assigning and monitoring work, scheduling training and assisting staff with complicated and difficult assignments. Stages inspections at various intervals in the construction process to verify that methods, materials, and completed projects comply with standard specifications and codes.

### **Distinguishing Career Features**

The Senior Construction Inspector is an advanced and specialized position within the Engineering Technician and Engineer career paths. Advancement from Construction Inspector to Senior Construction Inspector is possible with a demonstrated competency inspecting complex development and public works construction as well as proficiency leading, training and advising peers.

### **Essential Duties and Responsibilities**

- Attends project preparation, design reviews and pre-construction conferences. Reviews plans and specifications. Inspects project site to determine features and anticipated construction problems. Recommends design changes, and reviews cost estimates.
- Provides input into updating Public Works Construction and Design Standards, working with the City Engineer, Development Projects Manager, Development and Project Engineers, and Public Works Operations Groups.
- Works closely with property owners, contractors, developers, and utility representatives to coordinate projects and secure necessary clearances. Works with Development and Project Engineers in resolution of impending issues and problems. Attends job-site meetings.
- Provides final determination on construction related issues, standard interpretation and other field related complexities on projects.
- Observes and checks for contractor's compliance with construction safety measures. Provides guidance to office and field staff to ensure contractor's correction of unsafe conditions. May observe and provide safety advice to work teams engaged in construction.
- Directs final inspection work on major construction projects which involve the efforts of several inspectors or involve greater complexity, coordination, schedule sensitivity, and/or a high level of publicity and community involvement.

- Assists in providing training and technical assistance to new and less experienced inspection personnel. Provides input into making assignments and provides lead direction to other inspectors.
- 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, approved plans 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. Creates, assembles and maintains complete files of work-in-progress and code compliance inspections.
- 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.
- 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 prepare inspection reports, memoranda, project specifications, process documentation, work-in-progress, and communications suitable for external distribution. Requires a working knowledge of the documentation and record keeping requirements associated with inspections. Requires mathematics skills to calculate material quantities, costs, and related technical and financial computations for public utility infrastructure. Requires skills in reviewing and interpreting current construction technology methods, materials, and applicable specifications. Requires skills in maintaining construction

records, writing reports, business letters, and specifications, leading and scheduling field personnel, and leadership of others.

▪ **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 use a personal computer, and software such as Microsoft Outlook, Word, Excel and Adobe Acrobat. Requires the ability to conduct mathematical computations. 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, to bend and stoop for limited periods of time, and periodically manipulate (lift, move) light to heavy weights of up to 75 pounds such as manhole covers and vault lids . 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 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 ten years of progressively responsible construction management and inspection experience, or an Associate's degree with a major in construction technology, engineering, or closely related field and five years of progressively responsible field 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.*