



Title: Inspector

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: The purpose of this position is to provide construction inspection assistance on District construction projects. This is accomplished by estimating and analyzing quantities of labor and materials, conducting field reviews of construction work, inspecting right-of-way activity and land grading operations, coordinating and arranging construction surveys and underground utility marking, monitoring contractors, participating in construction meetings, maintaining records, and assisting in the preparation of monthly construction progress reports and records.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	M	Inspects construction activities by reviewing and interpreting blueprints, schematics, specifications, and construction contracts, reviewing field conditions and comparing them to contract requirements to ensure quality, conformance to specifications, and contract compliance, preparing daily work reports, field memos, and photographs of site conditions, and estimating and analyzing quantities of labor and material utilized in construction projects.	60%
2	S	Participates in pre-bid, bid opening and pre-construction meetings, assists in the preparation of contract change orders, assists in the review of the District response to requests for information, submittals, and change order requests, assists in the preparation of progress reports, project records, and as-built conditions, and participates in weekly construction meetings with contractors, consultants, and District staff.	30%
3	S	Coordinates and/or performs material testing and sampling and manages public relations by interacting with customers, contractors, and constituents.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six (6) months/one (1) year of advanced study or training past the high school equivalency in Engineering, Construction Inspection, Construction Management or a related field. Accredited community college, vocational, business, technical or correspondence schools are likely sources.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of one (1) year of experience in Field Engineering, Construction Inspection, and/or Construction Management.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



KNOWLEDGE
<ul style="list-style-type: none">• Construction inspection practices, procedures and techniques.• Construction management practices, procedures and techniques.• Soil mechanics and geology.• Geometry, algebra, construction safety practices and techniques.• Construction and inspection practices, procedures, and techniques, including utility installation.• Methods, materials, and equipment used in construction.• Regulations, laws, codes, ordinances, and standards applicable to the construction industry.• Engineering terminology.

SKILLS
<ul style="list-style-type: none">• Advanced word processing, spreadsheet.• Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none">• Read and interpret engineering drawings and technical specifications.• Maintain accurate field notes and perform accurate field computations.• Deal effectively and tactfully with the public and with construction personnel.• Prepare clear and concise reports.• Effective negotiation and communication skills.• Detect and locate defects and faulty construction materials and workmanship.• Keep comprehensive records.• Reason and solve problems• Interpret complex engineering design documents, specifications, and drawings.• Learn District policies and procedures.• Communicate effectively, both orally and in writing.• Establish and maintain cooperative working relationships.



OVERALL PHYSICAL STRENGTH DEMANDS:

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

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment; tables and chairs; hoses
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; getting inside vehicle
Climbing	O	Stairs; ladders; step stools
Balancing	R	On ladders; on step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	F	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Track verification testing equipment, laser levels, theodelites and sighting equipment, straight edge, levels, smart level, code books, cell phones, voice mail, concrete test tools, calculators, manhole hook, probes, wrenches, inspection mirrors, measuring tapes, temperature gauges, hammers, multimeters, laser range finders, infra-camera, wire tracing equipment, pickup trucks, computer and associated hardware and



software.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	O
Electrical Hazards	F
Fire Hazards	O
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	O
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	S
Noise and Vibration	W
Wetness/Humidity	S
Physical Hazards	D

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.