

SENIOR CONSTRUCTION INSPECTOR

Code No.: 3-14-248
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for supervising the inspection of construction projects. The employee works directly with project engineers, contractors and construction inspection staff to review and interpret specifications, plans and shop drawings. Duties include acting as liaison between the construction inspectors and the contractor or project engineer and assists in resolving any questions/disputes that arise during construction. This position regularly requires field work at construction job sites. This position differs from Construction Inspector by performing more administrative duties and resolving problems and disputes. The employee reports directly to, and works under the general supervision of a Commissioner of Public Works or other higher level staff member. General supervision is exercised over Construction Inspectors. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Inspects materials and workmanship in the field to ensure conformance with previously approved plans, specifications and shop drawings;

Inspects and supervises the placement of fill and surface restoration to ensure the proper use of backfill and restoration materials and techniques;

Inspects utility, water mains and appurtenances, storm and sanitary sewers, force mains, pump stations, roadway, curb, sidewalk and related repairs and restorations;

Supervises and assists construction inspection staff;

Answers telephone calls, and directs construction inspection staff to complete daily inspections of roadway, utility, and sewer construction complaints (both emergency and non-emergency);

Coordinates projects with construction inspection staff and schedules daily inspections as workload dictates;

Supervises or participates in the investigation of complaints regarding property damage resulting from construction work or activities;

Maintains daily project log (by inspector) of work/inspection performed as well as progress charts for each project;

Reviews and approves construction cost estimates based upon the work performed and inspected and approved by the construction inspection staff;

Releases letters of credit and security deposits to the contractor upon successful completion of work;

Develops written correspondence to engineers, contractors, staff and supervisors;

Maintains filing system for all correspondence, plans, specifications, shop drawings, easements,

"as-builts", and all related project data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods of reading and interpreting plans, specifications and cost estimates; good knowledge of practices, principles, materials and equipment used in general construction (ex. roadways, sidewalks, pipelines and structures); good knowledge of methods associated with the construction or installation of roadways, storm drainage systems, water supply and collection systems, and wastewater collection systems; good knowledge of survey practices; good knowledge of a variety of soils; working knowledge of state and local laws governing such construction and installation; ability to interpret plans and specifications; ability to maintain logs and records; ability to develop reports; ability to develop basic maps and construction drawings; ability to resolve disputes; ability to establish and maintain effective relationships with public officials, contractors, and the general public; ability to communicate orally and in writing; ability to monitor progress of on-going construction projects by charts and/or weekly progress reports; ability to operate office equipment including computers and related software; ability to work outdoors; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Five (5) years paid full-time or its part-time equivalent experience in engineering or construction which must have included all of the following: project inspection, surveying, and interpretation of plans and specifications; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil, Sanitary or Construction Engineering or Civil, Sanitary or Construction Technology*, plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned in (B) above* plus one (1) year paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

***NOTE:** Degrees in Drafting or Surveying will not be deemed acceptable.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: September 20, 1989
REVISED: February 8, 1990
REVISED: May 14, 1992
REVISED: July 23, 1992
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