

CONSTRUCTION INSPECTOR

Code No. 3-14-036
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for inspecting construction projects including, but not limited to, roadways, curbs and gutters, sidewalks, utility, sewer and water systems, water mains and other appurtenances. This position regularly requires field work at construction job sites. This position differs from Assistant Construction Inspector by having wide leeway in the exercise of independent judgment and in the application of inspection standards. The employee reports directly to, and works under the general supervision of the Commissioner or Director of Public Works, Senior Construction Inspector or other higher level staff member. General supervision may be exercised over a subordinate staff. 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, shop drawings and other requirements;

Inspects the placement of fill and surface restoration of roads 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;

Maintains daily project logs of work and inspections performed and progress charts;

Assists contractors in complying with construction terms and specifications by advising them of difficult or unusual problems;

Investigates complaints regarding property damage resulting from construction work or activities;

Assures that roadways are kept reasonably free of obstructions during construction work;

Reviews and records quantities of materials utilized for projects for payment purposes;

Maintains records containing reference to job locations for later permanent plotting;

Makes recommendations concerning equipment repairs;

Approves field changes as permitted;

Orders additional work if field conditions warrant and contract documents allow.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern practice, 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 complete reports; ability to establish and maintain effective relationships with public officials, contractors, and the general public; ability to communicate orally and in writing; 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) Three (3) years paid full time or its part time equivalent experience in engineering or construction that involved all of the following: project inspection, surveying, interpreting 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 one (1) year paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined within the limits of (A) and (B) 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.

- REVISED:** April 17, 1986
- REVISED:** August 20, 1992
- REVISED:** October 15, 1992
- REVISED:** December 4, 1997
- REVISED:** July 9, 2012