

ASSISTANT CONSTRUCTION INSPECTOR

Code No: 3-11-070
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level position responsible for assisting with inspecting construction projects including, but not limited to, roadways, curbs and gutters, sidewalks, utility, sewer and water systems, water mains and other appurtenances. Duties also involve field survey work, drafting assignments and other engineering support work. This position regularly requires field work at construction job sites. The employee reports directly to, and works under the general supervision of a Construction Inspector, Senior Construction Inspector, or other higher level staff member. Detailed instructions are given for new or complex assignments. Supervision of others is not a responsibility of this class. 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.)

Assists with inspecting materials and workmanship in the field to ensure conformance with previously approved plans, specifications and shop drawings, and other requirements;

Assists with inspecting utility, storm and sanitary sewer, and water main and appurtenance installations, force mains, pump stations, and related road and curb repairs and restorations;

Assists with inspecting the placement of fill and surfaces of roads to ensure the proper use of backfill and restoration materials and techniques;

Assists with investigating complaints regarding property damage resulting from construction work or activities;

Performs drafting, including updating system maps and records;

Plots cross section, profiles, base lines, and topography;

Conducts hydrant flow tests to measure water pressure and flow;

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

Attends seminars and training programs;

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

Advises contractors in the field of contract requirements;

Refers most field changes in plans or specifications to the Construction Inspector, Senior Construction Inspector, Construction or Project Engineer;

Assures roadways are reasonably free of obstructions during construction work;

Approves minor field changes as permitted;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern practices, principles, materials and equipment used in general construction (ex. roads, sidewalks, pipelines and structures); working knowledge of methods associated with the construction and/or installation of roadways, storm drainage systems, water supply and collection systems, and wastewater collection systems; working knowledge of a variety of soils; working knowledge of survey practices; ability to interpret plans and specifications; ability to maintain logs and records; ability to develop basic maps and construction drawings; 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) Satisfactory completion of sixty (60) college semester credits or graduation from a regionally accredited or New York State registered college or university with an Associate's degree, with a minimum of eighteen (18) college semester credits in Civil, Sanitary or Construction Engineering or Civil, Sanitary or Construction Technology; OR,
- (B) Two (2) years full-time or its part-time equivalent paid experience in utility or highway construction or civil engineering; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

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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: May 29, 1985
Reviewed: July 1, 1986
REVISED: September 19, 1990
REVISED: August 20, 1992
REVISED: July 9, 2012
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