CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Park Construction Inspector**	**UNION:1937**
		SG:112
CLASS TITLE:	**Construction Inspector**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4/SOCCODE:TE/47-4010**

JOB SUMMARY:

Performs field inspections of structures, grading, earthwork, irrigation and drainage systems, landscaping, restoration and mitigation, trails, park utilities and other park improvement projects. In conjunction with professional staff, ensures compliance with contract plans and specifications for park capital improvement and maintenance projects. Participates in plan review and inspects private development projects with public park facilities, landscape or trail improvements in residential, commercial and industrial projects. Utilizes data to prepare reports, permits, encroachment notices, maps and graphics. Provides parks, trails, and open space property and project information to the public. May assist other City staff with field analysis and survey work. May oversee minor capital projects, including volunteer and community-led projects, community garden improvements, and restoration.

SUPERVISORY RELATIONSHIPS:

Reports to the Park Development Manager who assigns and reviews work. May also receive direction from and have work reviewed by the Park Landscape Architect, Park Project Engineer, and Greenways Project Manager. Works independently under general supervision and in accordance with applicable City regulations, policies, guidelines and applicable construction codes and standards.

ESSENTIAL FUNCTIONS:

1. Inspects Park capital improvement projects to ensure compliance with plans, materials, specifications and standards. Approves or disapproves work in progress, issues correction notices or stop work orders, creates and maintains accurate records on work progress including daily inspection reports and photographs, verifies quantities, makes necessary modifications to plans on site within scope of authority, works with project manager to process change orders as needed, completes Field Note Record to authorize payments in coordination with Project Manager, and schedules outside inspections and testing as needed.

2. Participates in plan and bid review; makes recommendations regarding field constructability and selection of materials.

3. Inspects privately funded park-related public improvements including landscaping, park facilities and trails to ensure compliance with materials, plans and specifications. Reviews and comments on development plans and recommends final approval.

4. Participates in the resolution of park property encroachments. Utilizes City software system to record infractions, make contact with property owner, follow-up for compliance and maintain appropriate documentation. Notifies code enforcement officer as necessary. Takes the lead in resolving issues within scope of responsibility, as assigned.

5. Informs supervisor of progress and details of construction projects. Maintains communications with contractor, citizens and City staff regarding complains, construction activities and concerns.

6. Responds to inquiries about park property and park improvement projects.

7. Assists staff and coordinates with consultants on property analysis, surveys, measurements, layouts, etc.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- Park and landscape construction methods and standards.
- Applicable local, state and federal laws, codes and standards related to construction and safety of park and landscape facilities.
- Knowledge of construction equipment and materials.
- Applicable local, state and federal laws, codes and standards related to construction inspection.
- Americans with Disability Act (ADA) sidewalk and ramp standards.

Skill in:
- Excellent communications skills including the ability to tactfully and calmly negotiate and resolve problems regarding compliance issues.
- Good writing skills and ability to prepare letters, technical materials and reports.

Ability to:
- Read, understand and explain contracts, plans, ordinances, codes, maps, plats and surveys.
- Take measurements and make appropriate mathematical calculations.
- Efficiently utilize a variety of software applications including permitting, word-processing, spreadsheets, AutoCAD, and GIS mapping to accomplish work assignments.
- Establish and maintain effective working relationships with diverse groups including co-workers, contractors, developers and the general public.
- Review and interpret construction drawings, contracts and plans.
- Prepare technical materials and reports.
- Maintain consistent and punctual attendance.

- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently communicate accurate information and ideas with others;
  - Frequently travel between indoor and outdoor locations; stand, stoop, reach, bend, kneel, squat and traverse on uneven terrain, loose soil, sloped surfaces and construction sites;
  - Frequently operate a computer keyboard, mouse and phone;
  - Frequently read and interpret construction plans, files and papers;
  - Occasionally transport objects weighing up to 50 pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting and field environments in all weather conditions and on uneven terrain exposing employee to inclement weather, noise, fumes, construction sites, and traffic hazards. Employees should expect to enter and exit a City vehicle many times each day. Employees are required to use appropriate safety equipment and follow standard safety practices. Some time is spent in an office setting at a computerized workstation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of coursework or vocational training in construction, engineering or related field. One year of related experience may be substituted for coursework or training.
- Three years of technical construction inspection experience with public or private improvement projects.
- Experience in the construction of public and park spaces is preferred.
- Computer proficiency to utilize a variety of software programs including Word and Excel is required. CAD and GIS related software proficiency is highly preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check and child and adult abuse records check.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire. Must secure and maintain the following certifications within 1 year of hire:
  - Certified Erosion and Sediment Control Lead (CESCL)
  - CPR and First Aid Certification
  - Flagger Certification

PREPARED BY: A. Sullivan
E. Weinberg
12/24

REVIEWED BY:_____

Nicole Oliver
Parks and Recreation Director