CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: PW Construction Inspector **UNION: 1937**
SG: 12
CLASS TITLE: Construction Inspector **CS: Y**
FLSA: Y
DEPARTMENT: Public Works **EEO/SOC CODE:TE/47-4011**

JOB SUMMARY:

Performs field inspections of assigned construction projects including street, water, sanitary sewer, and storm sewer system infrastructure projects associated with private development projects, and utility permit construction projects to ensure compliance with specifications, standards, approved plans, and permits.

SUPERVISORY RELATIONSHIP:

Works independently under general supervision of the Construction Manager who assigns and reviews the work, and the guidance and direction of applicable federal, state, and local statutes, regulations, policies, procedures, contractual agreements, codes, and engineering standards.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Observes work in progress and conducts inspections of assigned construction projects to ensure procedures and materials used are within specified standards and comply with applicable codes, City requirements, and with the issued permit. Advises contractor if work performed or materials used do not meet applicable codes and/or contract; orders suspension of work or remedy, as needed.

2. Tracks and evaluates construction progress, documents inspections, and maintains required records, pictures, and logs of construction activities. Measures projects to facilitate accurate review of submitted "as built" drawings for permanent records, checks line, grade, size, elevation, and location of improvements.

3. Schedules field tests and coordinates permit inspections as required. Conducts preliminary water testing for private development; collects water samples and delivers to lab. Performs pressure testing for water and sewer lines on private development.

4. Informs supervisor and project engineer(s) of progress and details of construction projects. Maintains communications with contractor, citizens, and City staff regarding complaints, construction activities, and concerns. Acts as point of contact in the event of emergencies that arise after hours related to construction.

5. Participates in construction meetings; performs plan and/or permit review.

6. Inspects traffic control and personnel for compliance with local guidelines and current Manual on Uniform Traffic Control Devices (MUTCD).

7. Inspects work on all private utility construction such as telephone, power, communication, and natural gas. Ensures that all procedures and materials meet the requirements of the permit and that restoration of the right-of-way is complete.

ADDITIONAL WORK PERFORMED:

1. Inspects capital projects of moderate complexity as assigned.

2. Performs other related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Standard construction practices including specifications, methods, and materials.
- Construction inspection and materials testing practices procedures.
- Applicable local, state, and federal laws, codes, and standards related to construction inspection.
- Americans with Disability Act sidewalk and ramp standards.
- Construction equipment.

Ability to:
- Communicate effectively, both orally and in writing.
- Review and interpret construction drawings, contracts, and plans.
- Make mathematical calculations used in construction inspection and materials testing.
- Prepare technical materials and reports.
- Establish and maintain effective working relationships with other employees, contractors, developers, and the public.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job, including:
    - Frequently communicate accurate information and ideas with others;
    - Frequently travel between indoor and outdoor locations and moves and positions self to inspect outdoor infrastructure including ascending, descending, and traversing on uneven terrain, loose soil, and sloped surfaces;
    - Operate a computer and other office equipment such as a keyboard, mouse, phone, and fax machine;
    - Occasionally transport and move heavy objects up to 50 lbs;
    - Must be able to respond quickly and communicate in a noisy fast-paced environment while meeting mandated safety standards.

WORKING ENVIRONMENT:

Work is primarily performed outdoors while conducting inspections, exposing the employee to inclement weather, traffic, construction site hazards, noise, and toxic fumes. Employees are required to use appropriate safety equipment and follow standard safety practices. Inspectors should expect to enter and exit their vehicle many times each day. Must be available for on-call problem resolution and troubleshooting of emergencies and issues that arise after hours as a result of construction.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of construction inspection experience for a variety of construction projects required. Must include inspection on public works projects or closely related area; AND
- One year of vocational training in engineering technology or related field.
- An equivalent combination of experience and training that provides the applicant with the knowledge and skills to perform the essential functions of the position will be considered.

NECESSARY SPECIAL REQUIREMENT:

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

PREPARED BY: P. Reed
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11/23

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