

## Job Posting

### Engineering Inspector

Department: Engineering	Pay Grade: 18
Reports to: Engineering Director	Hiring Salary Range: \$40,784 - \$50,980
FLSA: Nonexempt	Deadline to Apply: Open Until Filled

#### **GENERAL STATEMENT OF DUTIES**

The purpose of this position is to inspect civil engineering infrastructure that is being constructed in the public right-of-way or in a private development per approved construction drawings. Civil Engineering Infrastructure includes the following: 1) Streets, 2) Sidewalks and ADA(PROWAG) complaint accommodations, 3) sanitary sewer lines, manholes and service installation, 4) water supply piping, fire hydrant and meter installations, 5) storm water piping, inlets and junction boxes, 6) street (utilities) cuts, 7) driveway connections, 8) right-of-way inspections, 9) street repair, reconstruction and repaving, 10) Erosion Control measures, 11) Stormwater Control Measures, 12) and any other tasks deemed necessary.

The individual hired for this position must have superior knowledge of advanced construction methods and City Standards including but not limited to trenching, pipe laying, grading, concrete installation and quality control, street subgrade preparation, proof roll and soil testing, asphalt paving and advanced civil engineering principles such as: 1) appropriate methods of soil stabilizing of unsuitable soils, 2) the relationship between site grading, erosion control, stormwater conveyance systems and water quality (BMPs).

Performs responsible technical work in engineering inspections which includes, field data collection and input of data into appropriate technological formats such as: 1) GIS data, 2) excel spreadsheets, 3) Cartegraph, 4) technical reporting forms, 5) compliance reporting for erosion control, storm water and backflow prevention programs. The individual will develop an extensive knowledge of utility and infrastructure improvement construction projects being built in the City, and assist in the engineering contract development and administration.

#### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs construction inspections of various construction projects being built in the City, including inspections of water and sewer lines, storm drain collection systems, storm water management systems, erosion control measures, sidewalks, driveways, curb and gutters and roads for the purpose of quality assurance, adherence to plans and specifications, and the measurement and recording of quantities for payment. Work includes conducting reviews of preliminary plans and recommending changes to assure compliance with City requirements; inspecting construction, erosion control measures and storm water management installations frequently in progress and upon completion for adherence to approved plans and specifications; meeting with contractors to review specifications and requirements and maintaining records; and developing contract documents and administering aspects of contracts. Inspectors work on all projects requiring maintenance of records and include discussions with contractors and developers and with City staff as work progresses to assure quality construction as specified. Work may subject the employee to environmental conditions including working in both inside and outside environments, extreme temperatures, and construction noise and hazards. Work is

Candidate subject to pre-employment background and drug screen. EOE. eVerify Employer.

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performed under general supervision of the City Engineer and is evaluated based on conferences, review of records, and adherence of work inspected to adopted plans and specifications.

An employee will also be involved in the field collection and input of storm water, sanitary sewer, water lines, pavement condition surveys and facility infrastructure into GIS for asset management tracking. Administrative work associated with engineering data, compliance reporting via Microsoft Office, Cartegraph OMS and computer proficiency is a must. The individual will map backflow preventive devices throughout the City and work with staff to issue compliance forms and communicate expectations to owners of these systems. Assists Engineering Technician with surveying for City designed projects.

### Essential Duties and Tasks

Inspects construction work in progress and upon completion for quality of work and adherence to approved plans and specifications; checks for proper grade and materials; ensures work not complying with contract plans and specifications is corrected.

Conducts tests in the field; takes samples of materials for testing of quality; deals with outside testing agencies; travels from worksite to worksite to inspect several jobs in progress daily.

Reviews plans and construction drawings for proper location of items under construction, including inspections of water and sewer lines, storm drain collection systems, storm water management system, erosion control measures, sidewalks, driveways, curb and gutters and roads; and for potential conflicts as well as conducts plan reviews of assigned projects and prepares memos and reports of findings and recommendations.

Meets with contractors, engineers, owners, project managers and architects and reviews and explains construction requirements; discusses needs for deviation from plans and appropriate revisions; informs contractor or developer of deviations or errors and advises as to corrective actions.

Assists the City Engineer with contract administration tasks such as developing contract documents and administering application of contracts such as applications for payments, change orders, interpretation of plans and specifications and final acceptance.

Maintains log and records work activities and field findings; insures that as-builts are submitted upon completion of project and are correct as submitted; photographs construction projects.

Assists with departmental administrative tasks such as writing and amending specifications; applying for permits and DOT encroachments.

Assists with field surveys and contacting property owners for construction project location.

### Additional Job Duties

Attends classes to increase knowledge and maintain any certifications.

Performs related duties as well as miscellaneous tasks required for City projects at the direction of the City Engineer.

## **KNOWLEDGE, SKILLS, and ABILITIES**

Considerable knowledge of water and sewer line construction techniques, processes, materials, and the ability to determine whether design specifications are being met.

Considerable knowledge of street, sidewalk, and storm drainage system construction techniques, best management practices, processes and materials and the ability to determine whether design specifications are being met.

Considerable knowledge of engineering specifications and standards relating to water and sewer line, street and storm drainage construction.

Working knowledge of computer applications, surveying principals, drafting, GIS, and office work.

Possession of conflict resolution skills.

Ability to perform materials and construction tests and to interpret results, and to disinfect lines.

Ability to read and interpret laws, ordinances, plans, specifications, and blueprints and to compare them with various aspects of construction in progress.

Ability to operate surveying and drafting equipment.

Ability to detect errors and maintain effective working relationships with contractors, developers, construction workers, the general public, and other employees.

Ability to exercise tact and firmness in the enforcement of requirements and successful conflict resolution strategies.

Ability to plan and organize own work and maintain the necessary records and reports.

## **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational support functions of stooping, reaching, standing, walking, pulling, lifting, grasping, fingering, talking and hearing.

Must be able to perform medium to heavy work exerting 50 to 100 pounds of force occasionally, 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects.

Must possess the visual acuity to maintain records and reports, inspect work for quality of methods and materials, and use measuring devices.

## **DESIRABLE EDUCATION and EXPERIENCE**

Graduation from a technical or community college with a major in civil engineering, engineering technology, drafting, design, or related field and related enforcement, inspection, construction, or engineering experience; or an equivalent combination of education and experience.

## **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

Possession or able to obtain a Certified Inspector of Sediment and Erosion Control within 6 months.

Possession or able to obtain a Certified Inspector of Stormwater Control Measures within 12 months.