

## **POSITION DESCRIPTION**

**Position Title:** Construction Inspector  
**Department:** Public Works  
**Division:** Engineering  
**Retirement:** KPERS  
**FLSA:** Non-Exempt  
**Date:** January 18, 2024

### **GENERAL PURPOSE**

Performs a wide variety of routine technical engineering related work for environmental, water, sewer, street, and other public works projects and programs. This is a technical position in the area of construction inspection, interpretation of plans and specifications, documentation of construction activities and other related engineering work.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Project Manager.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed.)

- Reviews project specifications and confers with City Engineer, Project Manager and/or Engineering Technician II concerning assistance required such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports.
- Assists in project management for the construction of the municipal public works projects.
- Inspects new construction, renovation and repair work for quality, material and workmanship to ensure all work complies with specifications, ordinances, City standards and contract documents.
- Acts as a liaison for the Public Works Department with contractors, utility companies, general public and other city agencies. Conducts on-site construction meetings with various entities involved.
- Performs and documents sanitary system acceptance testing.
- Prepares reports detailing tests conducted and results. Drafts and calculates field notes to document quantities, alignment, grade and locations according to project plans or to document monthly and final progress pay estimates. Calculates dimensions, profiles, specifications, and quantities of materials such as pipe, concrete, and other construction materials.
- Assists in surveys of project sites to obtain and analyze topographical details of sites and prepares necessary drawings to communicate this information.
- Uses electronic or paper resources to research records, maps and other data to obtain such typical engineering data such as location of sewer stubs, water mains, hydrants, etc. and zoning district designations or special property assessments.
- Inspects construction site to determine conformance of site to design specifications including proper placement and maintenance of erosion control measures.
- Assists engineers to ensure that construction and repair of transportation, water or wastewater systems meet control requirements.
- Assists in the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Assists in the preparation of engineering plans and specifications.

- Assists in the maintenance of engineering and infrastructure records. Prepares and drafts as-built plans for street, sewer or light systems using digital and paper systems.
- Reviews applications for utility permits, street use permits, franchise utility permits, etc. Recommends to others on whether to issue or not to issue routine permits.
- Performs routine inspections related to land disturbance permits and erosion control measures and maintains related records.
- Coordinates sidewalk inspection, maintenance and enforcement programs.
- Assists in the development of pavement management systems.
- Performs a variety of office related functions, including preparing permits, correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff, and the general public.
- May perform other duties as assigned.

### **PERIPHERAL DUTIES**

- May serve as a member of various employee committees.

### **MINIMUM QUALIFICATIONS**

#### ***Education and Experience:***

- (A) High School Diploma or GED Equivalent; and
- (B) Minimum of two (2) years general construction experience (footing/foundation walls/streets/sewers/bridges); and
- (C) Certification by the Kansas Department of Transportation as a Level II-AC LPA Inspector, or ability to obtain within one (1) year of hire; OR
- (D) An equivalent combination of related education and experience.

#### ***Necessary Knowledge, Skills and Abilities***

- (A) Some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; some knowledge of applicable City policies, laws, and regulations affecting Division activities.
- (B) Demonstrated experience with field inspection or observation of construction projects.
- (C) Demonstrated skill in arriving at cost estimates on complex projects; Skill in operating the listed tools and equipment; Skill in basic drafting, surveying, and flagging.
- (D) Ability to prepare, organize and maintain engineering field and office data, reports and systems; Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.
- (E) Possess functional literacy and/or familiarity with electronic software used in engineering environment, to include spreadsheets, word processing, GIS and electronic drafting.

### **SPECIAL REQUIREMENTS**

- (A) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- (B) Must be physically capable of moving about on construction work sites.

### **DESIREABLE QUALIFICATIONS**

- (A) Three or more years of general construction experience.
- (B) Three or more years' experience working with public or governmental agencies.
- (C) Familiarity with AutoCAD software

## **TOOLS AND EQUIPMENT USED**

Personal computer/tablet, including word processing, spreadsheet, database software; printers; standard drafting tools; engineering calculator; copy machine; scanner; mobile radio; motor vehicle; phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed equally in office and field/outdoor settings. Outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. Occasional outside work during extreme heat, cold, humidity, rain or snow is required.

The noise level in the work environment can be quiet to noisy.

## **SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **APPROVAL AUTHORITY:**

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Department Head

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Date

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HR Director

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Date