



respect - Communication - Integrity - Teamwork - family

CONSTRUCTION INSPECTOR II

DEPARTMENT/DIVISION: Public Works/Engineering

GRADE: 8

GROUP: AFSCME

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

An employee in this position works under the general direction of the City or Associate Engineer –as a lead and applies detailed knowledge of Public Works construction practices, including materials used, toward comprehensive, construction inspection of both privately and publicly funded City infrastructure. Performs related duties as required.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Inspects City Public improvement projects, including equipment installations from pre-construction meetings to final acceptance and/or release of retainage to ensure compliance with contract plans and specifications requirements and all applicable codes and standards.

Performs project management duties as assigned, including preparing cost estimates, serving as liaison between the City and contractor, checking progress of work, keeping project records, recording changes as they occur and making reports.

Investigates complaints and contract disputes.

Performs routine field measurements and testing, as well as, coordinating material testing with testing agencies.

Coordinates assignments with public/private agencies, obtains permits as necessary and assures compliance of permit conditions.

Reviews, negotiates and recommends approval of progress payments to contractors.

Verifies BOLI Prevailing Wage Certified Payroll documents are submitted to City prior to recommending payment on prevailing wage projects.

Reviews, negotiates and recommends approval of construction contract change orders with contractors.

Confers with property owners regarding project schedules, hazards, complaints etc.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

QUALIFICATION REQUIREMENTS

Education and/or Experience:

Experience in construction inspection may be substituted on a year for year basis for the education requirement. A four year college degree (BS) from an accredited college or university, in civil engineering, civil engineering technology or construction technology and three (3) years of experience in construction inspection.

Desired:

Experience with the following software packages: MS Word; MS Excel; and AutoCAD.

License/Certifications:

Valid Oregon Driver's License. Within one year of employment a national or state construction inspector certification is desired.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Basic principles of civil engineering; construction and inspection methods and materials testing techniques; principles of engineering designing procedures; applicable standards, requirements and codes; principles and terminology of public works; water/sewer systems; geothermal systems; streets and paving; word processing and spread sheet programs.

Ability to:

Read and interpret documents such as construction contract documents including design plans and specifications, standards, requirements; technical instructions in mathematical or diagram form; to write routine reports and correspondence; to perform arithmetic computations; maintain and prepare records and reports; operate a variety of appliances and equipment; establish and maintain effective working relationships.

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 the job.

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

The employee must regularly lift and/or move up to 60 pounds. Specific vision abilities required by this job include close 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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

