

CONSTRUCTION INSPECTOR

General Statement of Duties

Performs responsible technical work inspecting construction projects for plan and specification compliance.

Distinguishing Features of the Class

An employee in this class inspects water, sewer, street, driveway, sidewalk, curb and gutter, and related construction projects for compliance with plans, specification and standards. Work includes reviewing construction plans for potential errors and oversights, and maintaining records of all activities on the job site. Work is performed under the immediate supervision of the Chief Construction Inspector and is reviewed by frequent project inspections in progress and upon completion for compliance and accuracy.

Illustrative Examples of Work

Performs field inspections; inspects material received by contractors at project site to determine whether it meets required specifications; inspects drainage, asphalt/curb placement, sidewalk/driveway placement; provides field engineering; informs builder of deviations or errors and advises as to corrective action.

Takes samples of materials for testing of quality; conducts tests in field.

Investigates encroachments and assists in solving problems.

Maintains all records of construction projects, including records of tests performed.

Provides plan reviews; analyzes existing infrastructure.

Provides bonding estimates; estimates portion of project completed by contractors.

Provides estimates of re-surfacing projects; estimates cost of replacing sidewalks and repairing streets.

Notifies the public of utility disruption and street closures, traffic detours, etc.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of construction practices, techniques, materials and equipment related to public services and utilities.

Work requires general knowledge of engineering plans, specification and drawings.

Work requires general knowledge of surveying practices and techniques.

Employee must have the ability to read and interpret plans, specification and blueprints and to compare them with various aspects of construction in progress.

Employee must have the ability to detect errors in construction projects.

Employee must have the ability to maintain effective working relationships with town officials, contractors, property owners and others to effect satisfactory compliance with specifications and standards.

Employee must have the ability to maintain accurate records.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

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

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, read extensively, make visual inspections of small defects or parts, operation or inspection of machines, and use measurement devices.

The worker is subject to both inside and outside environmental conditions, extreme heat and cold, noise, vibration, and hazards such as proximity to moving mechanical parts, electrical current, or exposure to chemicals.

The worker is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

The worker is subject to air and/or skin exposure to oils and other cutting fluids.

The worker may come in contact with potentially infectious bodily fluids during the performance of his/her duties.

Desirable Education and Experience

High school diploma and some specialized technical training in sub-professional engineering work or construction work and some experience in roadway construction inspection work.

Special Requirements

North Carolina class C driver license.

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Non-exempt

2021