

## **CHIEF CONSTRUCTION INSPECTOR**

### **General Statement of Duties**

Performs difficult technical and administrative work managing construction projects and supervising inspectors engaged in inspecting construction projects for plan and specification compliance.

### **Distinguishing Features of the Class**

An employee in this class administers construction contracts, manages town construction projects and supervises inspectors involved in roadway construction projects. Projects may involve complex coordination of activities involving multiple agencies. Independent judgment is exercised within the scope of standard operational procedures. Work is performed under the regular supervision of the Street Superintendent and is reviewed by reports project inspectors and by reports.

### **Illustrative Examples of Work**

Manages construction projects; gathers technical or survey information from the field to use in the design and construction of town projects; makes suggestions on project design; authorizes field orders; recommends and processes change orders between the town and contractors; coordinates relocation of utility lines and poles; schedules construction inspections and meetings for public and private projects; oversees construction activities; performs inspections; reviews construction drawings to ensure compliance with the design and specifications; administers construction contracts; maintains all contract records and documentation; calculates and verifies work completed and costs; processes requests for payments.

Prepares construction costs estimates for town-funded roadway projects; assists in estimates for storm water and street projects; prepares cost estimates for private projects to determine bonding amounts.

Assigns, directs and supervises construction inspectors for concrete, sub-grade, asphalt, etc. inspections; makes site visits to various projects; assists with difficult inspections.

Prepares presentations for the town board.

Meets with citizens to address issues of impact due to development or construction; resolves issues or directs to appropriate officials.

Performs related duties as required.

Chief Construction Inspector

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

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

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

Work requires thorough knowledge of surveying practices and techniques.

Employee must have the ability to read and interpret complex plans, specification and blueprints and to relate them with construction practices.

Employee must have the ability to detect construction faults and to appraise construction for quality and physical depreciation.

Employee must have the ability to communicate effectively and firmly with contractors, builders, property owners and the public.

Employee must have the ability to plan and assign the work of subordinate employees.

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 light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount 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.

Chief Construction Inspector

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**

Associate's degree in civil engineering, surveying or construction management and considerable experience with construction management.

**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