

## **City of West Richland Job Description**

**Job Title:** Public Works Construction Inspector

**Department:** Public Works

**Reports To:** City Engineer

**FLSA Status:** Non-Exempt

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**Approved By:** Brent Gerry

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### **Summary**

Under the supervision of the City Engineer, this position provides oversight and inspection of infrastructure associated with residential developments and commercial developments as well as the City's capital improvement projects for streets, water, sanitary sewer, storm water, parks and other public works projects from issuance of construction permits to completion and final approval by the City.

This position also assures construction conforms with the contract drawings and specifications; assures work quality and materials used are in conformance with approved plans, specifications and City standards; maintains records and prepares reports pertaining to projects inspected; coordinates construction activity with contractor, City staff, and franchise utilities; assists other departments and performs other related work and duties as assigned. The principal duties of this position are performed in an outdoor environment and may involve exposure to adverse weather conditions and related hazards.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Inspects project infrastructure including street, water, sanitary sewer, storm water and other related public works construction; schedules and prioritizes inspection of land development projects and public works capital projects in the various stages of construction to ensure compliance with the approved plans, applicable codes, standards, ordinances and regulations.
- Observes construction work; ensures construction work is proceeding safely, per plan and on schedule; ability to identify hazards, disruptions or delays; conducts follow-up inspections.
- Completes daily inspection reports and other project documentation; measures quantities for payment; maintains as-built and other project records.
- Confers with contractors, developers, engineers and other City staff; explains requirements and participates in pre-construction meetings. Coordinates with material testing firm a variety of tests; reviews and records test results; reports deficiencies to City Engineer.
- Responds to public inquiries related to area of assignment; provides information and resolves complaints.
- Inspects all utility street cuts, borings, and other work in the City's road right-of-way and easements. Initiates final inspections; generates a punch list of incomplete or non-compliant work.

- Makes recommendations to City Engineer for modifications to City design and construction standards. Reviews plans, maps, specifications and estimates for accuracy, presentation and conformance with established engineering practices and City standards.
- Performs various traffic studies and investigates issues related to traffic flow, site distance, speed surveys and traffic control devices.
- Assists in the preparation of preliminary studies of engineering projects, engineering plans and specifications; prepares written reports such as annual Water Conservation Report, Water Use Efficiency Report, Consumer Confidence Report and Storm Water Report; assists in preparation of reports for City Council.
- Conducts plan check of engineering plans and specifications of assigned projects based on construction inspection principles.
- Utilizes hand-held GPS equipment to gather infrastructure data; incorporates data into City's GIS system. Performs office engineering work such as making maps, drawings, profiles, tabulating field data, preparing specifications, and other contract documents.
- Assists other departments as assigned and performs other duties as required.
- Follows city wide safety policies and practices and adheres to requirements concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.

### **Other Knowledge and Skills**

#### Knowledge of:

- Principles of engineering as applied to construction inspection and engineering mechanics of structures.
- Principles, methods, materials, equipment and safety hazards of construction; defects and faults in construction.
- Method and techniques used in the evaluation and analysis of effective infrastructure construction inspection.
- Pertinent local, state and federal laws, ordinances, city functions, policies, rules and regulations.
- Methods of street, water, sanitary sewer, storm water and traffic lighting construction.
- Asphalt paving methods and practices.
- Basic soil mechanics and geology; methods and techniques of sampling and testing concrete, soil and asphalt materials.
- Surface water management standards.
- Erosion and sediment control methods.
- Mathematics including algebra, geometry and trigonometry.
- Safe driving practices.
- Traffic hazards and traffic safety principles, practices and procedures.
- Principles and practices of good customer service.
- Techniques and principles of effective interpersonal communication.
- Operation of a computer and job-related software.

Ability to:

- Learn the City's municipal standards, specification, codes and regulations dealing with construction standards and requirements.
- Learn Washington State Department of Transportation standard specifications road, bridge, and municipal construction.
- Learn pertinent state and federal codes, laws, and regulations governing construction inspection.
- Understand and follow oral and written instructions.
- Meet physical requirements in the performance of inspections.
- Work independently.
- Read and understand as-built drawings and specifications.
- Read and analyze technical information for compliance with plans and applicable codes.
- Interact with others with patience and persuasiveness.
- Establish and maintain effective working relationship with City staff and the public.
- Meet schedules and deadlines.
- Deal courteously and effectively with other employees and with the public in situations that may be strained.
- Resolve customer disputes effectively primarily in the field.
- Make mathematical calculations.
- Enforce codes, standards, rules, and regulations impartially with firmness and tact.
- Communicate effectively in written and oral form.
- Prepare accurate and concise reports of construction activities.
- Work in all kinds of adverse weather conditions.
- Work irregular hours or overtime if required.
- Follow City policies and departmental rules, procedures, practices and objectives.
- Provide quality service in a cost-effective manner and recommend improved methods of performing the work.
- Perform other related duties as assigned.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications** To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Associate's degree (A. A.) or equivalent from two year college or technical school or six months to one year related experience and/or training or equivalent combination of education and experience.

**Certificates, Licenses, Registrations**

Possess and maintain a valid Washington State driver's license with an acceptable driving record.

## Competencies

To perform the job successfully an individual should demonstrate the following competencies:

### Core

**Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

**Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

**Provide Excellent Customer Service:** Anticipates, assesses and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

**Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

**Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

Analytical - Collects and researches data.

Problem Solving - Works well in group problem solving situations.

Project Management - Communicates changes and progress.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; gives and welcomes feedback; contributes to building

a positive team spirit; supports everyone's efforts to succeed.

Ethics -Treats people with respect; keeps commitments; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment.

Attendance/Punctuality- Is consistently at work and on time; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **Computer Skills**

To perform this job successfully an individual should have knowledge of inventory software; spreadsheet software and Word Processing software.

**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.

While performing the duties of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear and taste or smell.

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person with co-workers and the public.

Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comply with work instructions, clearly see and accurately inspect infrastructure.

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to complete manual work, frequently lift and maneuver 15-30 pound sanitary sewer manhole covers and occasionally lift and maneuver covers weighing up to 50 pounds, and perform required inspection duties.

Good physical condition with the ability to repeatedly get in and out of a vehicle, to do extensive walking up to 5 miles a day including walking up and down hills and on slippery surfaces as well as bending, kneeling, crouching, crawling, and climbing to read meters.

**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.

The principal duties of this position are performed in an outdoor environment and may involve exposure to adverse weather conditions and related hazards. The noise level in the work environment is usually moderate.