



## **CLASSIFICATION DESCRIPTION**

**TITLE: CONSTRUCTION SITE INSPECTOR      JOB CODE: 12 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under direction, the purpose of the position is to perform routine semi-skilled and technical infrastructure construction inspection work for water, sewer, and stormwater facility projects. Employees in this classification perform at journey level, and are responsible for ensuring compliance with all applicable Federal, State and local codes and standards and contractual provisions, as well as reviewing development permits to verify conformity with approved plans, specifications and regulations. Objective is to ensure the safety and welfare of the general public.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Participates in the planning and oversight of infrastructure construction and system upgrades, to include consultation and advisement with consultants, contractors, senior departmental staff and engineers.
- Performs systematic site inspections of public and private construction and improvement work to ensure the appropriate construction is completed in compliance with the approved plans, standards, specifications, special requirements, codes and regulations.
- Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned; inspects construction work under excavation, clearing and grading permits.
- Checks for proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD).
- Verifies compliance with approved permits, plans and specifications; reviews and approves workmanship of completed projects; provides technical explanation and interpretation of City codes & standards.
- Completes documentation and reports and compiles supporting information in order to document and explain facts and circumstances surrounding field related issues and permit inspection results.

- Authorizes the issuance of stop work orders based on set policies and procedures, through consultation with departmental management, specifying actions necessary to bring conditions to regulatory compliance.
- Assists with the coordination of activities and schedules with utility companies, contractors, property owners and other City departments. Resolves conflicts within scope of authority.
- Attends meetings for public projects and for private projects when necessary.
- Reads and interprets blue prints and specifications for construction plans and designs; reviews shop drawings to assist with verification of compliance prior to acceptance.
- Maintains a variety of logs and records related to employees, work assignments and inspection activities; reviews and recommends approval of pay estimates as required; compiles information and prepares construction reports as required.
- Considers and evaluates Contractors suggestions for modifications in drawings and specifications and reports recommendations to supervisor and/or appropriate staff for approval.
- Conducts substantial completion and final inspections in the company of Engineer and Contractor and prepares a list of items to be completed or corrected.
- Verifies that certificates, maintenance and operation manuals and other data to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the contract documents.
- Maintains current knowledge of Federal, State and local regulatory requirements and changes.
- Acquires and maintains all applicable licenses and certifications.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Vocational Training in Construction, Engineering or related field; supplemented by seven (7) years experience in inspection work; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.

#### **Preferred Certifications**

A FDEP Water Distribution System Operator – Level 3, 2 or 1 License.

A Wastewater Collection System Operator – Class C, B or A Certification.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Knowledge of current codes and regulatory standards governing the construction in the respective trade/discipline(s) assigned to the position.
- Knowledge of all functions relevant to the inspection of and approval of infrastructure projects in the respective trade/discipline(s), e.g., plans review, licensing, permitting, and inspections.
- Ability to review and interpret construction project plans; ability to provide technical interpretation of applicable construction codes and regulatory standards.
- Skill in written communications for the effective development and presentation of departmental reports and modifications to established codes and ordinances.
- Ability to provide plans review oversight and recommend/develop modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems and e-mail.
- Ability to read, update and maintain various records and files.
- Ability to access, operate and maintain various software applications.
- Ability to clearly communicate information both verbally and in writing.
- Ability to establish and maintain effective working relationships with City employees, departmental staff and management, contractors, engineers, architects and property owners.

## **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, there is frequent need to sit, stand, walk, talk, hear, distinguish between shades of color, use hands to finger, handle, or feel, and lift and/or move 25 pounds.
- While performing the essential functions of this position in the field, there is potential for exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, vehicular traffic, toxic/caustic substances, fumes, odors, and unrestrained animals.

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