

POSITION: Construction Inspection Representative
GRADE: 8N
CODE:

FLSA: Non-Exempt
DATE: 08/2007

Job Summary:

Oversees assigned publicly-funded Capital Improvement Program and other projects to ensure they are successfully completed in accordance with approved plans and specifications. Performs construction site inspections and seeks to resolve construction-related problems as they arise.

Essential Functions:

1. Reviews the designs of assigned projects for bidability, constructability, and operability. Prepares review comments. Attends design review and other meetings and assists in resolving issues and concerns;
 2. Coordinates the relocation of utilities on assigned projects;
 3. Inspects publicly-funded Capital Improvement Program and other projects to ensure compliance with approved plans and specifications. Performs quality control tests on construction materials and construction-in-place. Interprets construction plans and specifications. Monitors construction progress against approved project schedules. Coordinates with County staff, consulting engineers, construction contractors and other project stakeholders to resolve problems as they arise;
 4. Reviews submittals and shop drawings for approval or routes to the appropriate individual for review and approval;
 5. Evaluates change orders, contractor claims, contractor cost proposals, etc. to determine if costs are fair and reasonable;
 6. Reviews and verifies contractor progress payment requests;
 7. Performs final inspections on assigned projects and ensures that deficiencies are corrected as required. Provides recommendations as to when projects are complete and ready to be accepted by the County;
 8. Coordinates for the resolution of warranty issues on assigned projects;
 9. Assists other County departments in inspecting and managing County-funded construction projects as required;
 10. Establishes and maintains effective working relationships with other agencies and stakeholders;
 11. Performs other duties as directed and assigned.
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Required Knowledge, Skills, and Abilities:

1. Knowledge of current road, bridge, utility and related public works construction and inspection practices, methods, materials, and equipment;
2. Ability to review and interpret engineering drawings, blueprints, maps, codes, specifications and other technical materials as they pertain to public works construction;
3. Knowledge of applicable County, State, and Federal codes, guidelines, regulations, and standards;
4. Thorough knowledge of and ability to perform standard construction quality control tests;
5. Ability to communicate ideas effectively, both orally and in writing. Ability to prepare accurate and effective written reports;
6. Ability to use a personal computer; working knowledge of word processing and spreadsheet programs;

7. Ability to deal effectively with construction contractors and the public, establish and maintain effective working relationships, and to work as a member of a team.
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Education and Experience:

1. Graduation from an accredited high school or possession of a GED certificate;
 2. Five or more years of experience in the construction and/or inspection of roads, bridges, solid waste facilities, utilities, and similar public works projects; NICET or similar certifications highly preferred;
 3. Possession of a valid non-commercial driver's license.
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Physical and Environmental Conditions:

The work requires occasional moderately strenuous effort such as the lifting and handling of moderately heavy boxes, tools, test equipment, or other materials; walking/climbing around construction sites, bridges or other structures for the purpose of conducting engineering assessments, investigations, and inspections; sitting/standing in a fixed position for extended periods of time.

The work environment involves moderate risk with exposure to potentially dangerous conditions such as those typically found on construction sites. The conditions require a range of safety precautions and may result in exposure to inclement weather.

Note: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.