



JOB DESCRIPTION

Job Title: Construction Inspector/Engineering Technician

Department: Public Works

Reports To: City Engineer

Overtime Classification: Non-Exempt

Date: Revised November 2016

Definition:

Perform civil construction-related field and administrative activities. Review plans and specifications for public improvement projects; approve, monitor and inspect public infrastructure construction activity and materials; provide project/construction oversight; enforce ordinances controlling the use of streets and public rights-of-way; maintain records on permitted uses of the existing and/or future streets and rights-of-way.

This is a full-time (40 hours per week) position, which is FLSA-covered and eligible for overtime compensation.

Supervision:

Supervised by the City Engineer working in close coordination with the Contractor.

Essential Job Functions:

- Assist in delivery of the Capital Improvement Program including design, construction, project oversight, review and inspection, thereby ensuring compliance with specifications, timelines, established budget and federal/state/city regulations and policies.
- Review public and private construction drawings for compliance with all applicable construction standards and technical specifications. Recommend design revisions when appropriate.
- Perform daily and final field inspections of all public improvement installations, such as storm water facilities, temporary erosion control facilities, streets, sidewalks and parks, to ensure compliance with all construction standards and City requirements. Inspection services may include private and publicly-funded projects and/or contracted public works services.
- Research and verify data pertaining to maps and drawings. Interpret designer's notes, field notes, surveys and existing records to assure that maps and drawings are accurate and reflect improvements.
- Determine and implement necessary field revisions to approved designs, in order to satisfy site conditions.
- Ensure and enforce compliance with terms of permits authorizing construction in existing streets and/or public rights-of-way.
- Perform fieldwork to inspect, monitor, survey, or verify information for construction projects and facilities for compliance with local codes.
- Schedule and provide regular inspections, inspect paving operations, inspect for adherence to contract and monitor construction.

- Perform surveying and drafting work, as necessary to generate field data for inspection reports, record drawings, and related items.
- Inspect for safety hazards on job sites and modify procedures, as required, to ensure safe working conditions for contractors, employees and the public.
- Help develop and maintain standard plans and specifications for the City.
- Other related duties, as required.

Qualifications:**Knowledge of:**

- Principles and practices of civil and construction engineering.
- Methods, materials, equipment, and techniques used in civil engineering, construction, and inspection.
- Surveying, drafting, mapping, computations and quantity take-offs.
- Basic street and utility construction principals.
- Laws, regulations, and ordinances governing area of assignment.
- City government functions and policies.
- Pertinent federal, state and local codes, laws and regulations governing construction inspection and public works maintenance activities.
- Operation of a personal computer and familiarity with Microsoft based software, particularly MS Word and Excel.

Ability to:

- Independently administer small capital improvement projects.
- Independently perform journey-level construction inspection activities.
- Review and interpret surveying, drafting, mapping, computations and take-offs.
- Read and interpret plans, specifications, property descriptions, construction schedules, contracts, and other construction inspection-related documents.
- Exercise judgement in interpreting data from construction documents and determine appropriate construction methodology to apply.
- Reconcile conflicts between the City, contractors, and the public.
- Maintain confidential data and information.
- Maintain daily inspection reports and logs.
- Work under pressure with interruptions and challenging deadlines.
- Utilize computer and appropriate software to perform essential functions of the job.
- Organize and prioritize work assignments.
- Deal effectively with the public, and maintain effective working relationships with those contacted in the performance of required duties.
- Physically perform essential job functions.

Education and Experience:**Minimum Criteria:**

Associates Degree in Civil Engineering Technology or Construction Management, or two years of college-level course work in engineering and construction technology. Familiarity with the WSDOT/APWA Standards and their application. A minimum of five years of increasingly responsible construction inspection experience involving municipal/public works facilities; or an equivalent combination of education, training and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above. High School Diploma or GED could substitute with appropriate years of experience.

Preferred Criteria: (In addition to Minimum Criteria)

Two or more years of municipal or government employment experience.

Special Requirements:

- Possession of a valid Washington State driver's license and satisfactory results from a complete driving record check, in accordance with the city's insurance authority's standards.
- Acceptable results from a nationwide criminal background check.
- Traffic Control Flagger Certification (or the ability to acquire within 3 months)
- First Aid / CPR Certificate (or the ability to acquire within 3 months)
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing, writing.
- **Frequent Demands:** Driving, standing, walking, climbing, balancing, stooping, kneeling, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching (knees to shoulder and above shoulder), bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.
- **Work Environment:** Construction site environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals, heat, cold, toxic materials, inclement weather conditions; work or inspect in confined spaces or underground; work in or with water, work around heavy construction equipment.