

Job Class Code: 2370	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan and oversee the inspection of construction projects for compliance with plans, specifications, and standards. The class is responsible for planning and scheduling inspections, supervising subordinate activities, coordinating with contractors, reviewing project documentation, and resolving problems. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
- Supervises and participates in subordinate activities such as conducting field inspections and field tests of materials on construction site.
- Evaluates pavement conditions on City streets using a variety of measuring devices.
- Coordinates with construction contractors, developers, and engineers to accomplish goals, communicate information, and make recommendations for any changes and/or improvements.
- Reviews project documentation such as plans, contracts, specifications, and field reports to determine progress and ensure accuracy of construction and inspection operations.
- Investigates and resolves minor engineering problems with construction projects including acting as intermediary for engineers and responding to citizen inquiries.
- Negotiates, prepares, reviews, and/or approves information such as budgets, cost estimates, expenditures, contractor invoices, and project change orders.
- Develops and oversees related projects and programs such as the road evaluation system, soil drainage management, and damage prevention and assessment.
- Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.
- Performs as a lead inspector on large/complex jobs with the ability to temporarily act as the Construction Inspector Supervisor in their absence.
- Performs related tasks as necessary such as coordinating training and transportation for subordinate staff.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements and logarithmic or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid, and rectangular coordinates, and mathematical classifications or schemes.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.

Mental Requirements	Performs professional level work requiring the application of scientific, engineering, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems and coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, customers, clients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in civil engineering or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards, Erosion and Sediment Inspector Certification, and may require additional VDOT Certifications in asphalt, concrete, soil and compactions, or other related areas. Depending on position, other State and/or City certification(s) may be required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.