

Job Class Code: 2335	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to inspect construction projects for compliance with plans, specifications, and standards. The class is responsible for reviewing plans, ensuring compliance, coordinating with contractors, maintaining records, and responding to inquiries. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Reviews plans and progress of approved water, sewer, street, sidewalk, curb, gutter, and related construction projects.
- Provides an advanced inspection of the construction of various types of municipal projects or commercial facilities for specification compliance.
- 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.
- Prepares and maintains reports and records such as permits, inspection records, and/or violation reports.
- Responds to inquiries and concerns from the general public or City personnel.
- Participates in investigating and resolving minor engineering problems and investigating problems with construction projects.
- May assist with reviewing contractor requests for payment and preparing change orders.
- 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 training and supervising 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	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
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 principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems and the coordination of entry level managerial work; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

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 three 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. Must possess, or obtain within two years of employment, relevant VDOT certification for materials and construction (i.e. Asphalt Paving Certificate, Asphalt Plant Mix Design, Concrete Certificate, etc.). Depending on position, 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.

AMERICANS WITH DISABILITIES ACT (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.