

Job Class Code: 2350	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	
<ul style="list-style-type: none"> • Reviews plans and progress of approved water, sewer, street, sidewalk, curb, gutter, and related construction projects. • Ensures compliance with plans, specifications, and standards by conducting field inspections and field tests of materials on construction site. • 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. • Assists 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 related tasks as necessary such as participating in the supervision of construction projects. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
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 specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional 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 two 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; may require additional certifications. 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.

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.

Revised 07/16/2020