

City of Fort Worth, Texas Job Description

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| Classification Title | Senior Construction Inspector | | |
| Job Code: | TC5410 | Job Family: | Technical/Para-Professional |
| Pay Grade | 510 | Date Reviewed: | 06/05/15 |
| FLSA Status | Nonexempt | Date Revised: | |

GENERAL SUMMARY

Performs onsite inspections for public works infrastructure projects including construction, repair, maintenance or alteration. Ensures conformance with City standard specifications and safety standards and maintains records of inspection reports.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Leads, oversees and participates in inspecting work quality and materials used in a variety of public works projects including the construction, repair, maintenance or alteration of streets, curbs, sidewalks, drainage facilities, underground utilities and related structures. Ensures compliance with building and construction standards, codes, ordinances and regulations.
2. Sets up and attends pre-construction and pre-bid conferences. Reviews proposed project design documents. Develops administrative procedures for departmental project oversight.
3. Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
4. Trains assigned employees in their areas of work including construction inspection methods, techniques, and the set up and use of equipment.
5. Reviews proposed change orders for scope of work and appropriate pricing. Evaluates and makes recommendations on proposed changes. Participates in negotiating change orders; prepare final edition of change order.
6. Oversees or participates in the examination and analysis of construction materials. Initiates and/or accepts minor deviations from contract standards and specifications.
7. Observes work during progress and upon completion for conformance to plans and specifications. Initiates and/or accepts minor deviations to standards and specifications.
8. Performs preliminary and final inspections. Accepts construction work and signs off on project completion. Oversees construction project closeout activities.

9. Meets with design professionals or contractors to interpret designs and modifications to plans and specifications. Provides technical guidance and interpretation and ensures compliance with city and industry standards, procedures and regulations.
10. Prepares various inspection reports as required; maintains files and reports regarding inspection and plan check activities and findings.
11. Performs related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles, practices, methods and techniques of inspecting public works construction projects.
 - Principles of lead supervision and training.
 - Industry standards and specifications for public works construction projects.
 - Accepted safety standards and methods of construction.
 - Defects and faults in construction.
 - Mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.
 - Methods and techniques of collecting, analyzing and testing construction materials.
 - Materials and equipment used in public works construction projects.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Leading, overseeing and training assigned staff.
 - Performing inspection duties on a variety of public works projects including the construction, repair, maintenance or alteration of streets, curbs, sidewalks, drainage facilities, underground utilities and related structures.
 - Observing and taking remedial action on non-compliance with city or industry construction standards and specifications.
- **Skill in:**
 - Planning and prioritizing.
 - Observation and decision-making.
 - Organization and time management.
- **Ability to:**
 - Read, understand and carry out testing procedures for soils, asphaltic material, concrete cylinders, material gradations and densities.
 - Interpret and apply pertinent Federal, state and local laws, codes and regulations.
 - Read and interpret blueprints, plans and specifications.
 - Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
 - Perform mathematical computations rapidly and accurately.
 - Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Monitor assigned activities and operations.
- Operate assigned equipment.

MINIMUM JOB REQUIREMENTS

HS diploma/GED supplemented by college level course work in Engineering, Architecture Construction or a related field and three years of Construction Inspection experience involving the construction and maintenance of public works systems and structures.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.