

City of Fort Worth, Texas Job Description

Classification Title	Construction Inspection Supervisor		
Job Code:	PR1351	Job Family:	Professional
Pay Grade	611	Date Reviewed:	07/07/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of employees responsible for the inspection of public works infrastructure projects, including the construction, repair, maintenance, demolition or alteration of streets, curbs, sidewalks, driveway approaches, drainage facilities, underground utilities and related structures and City buildings. Ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Establishes schedules and methods for providing construction inspection services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
3. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
4. Monitors and evaluates the quality, responsiveness, consistency, efficiency and effectiveness of construction inspection programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
5. Recommends and assists in the implementation of goals and objectives; and implements approved policies and procedures.
6. Performs the more technical and complex tasks of the work unit. Schedules and attends pre-construction conferences; conducts final inspections; reviews pay estimates and change order for accuracy; accepts completed projects; and maintains records and files on projects.

7. Addresses citizen, customer and client concerns and complaints regarding projects.
8. Makes recommendations on constructability of design for assigned projects. Designs needed changes and/or additions to plans and specifications.
9. Reviews proposed project plans, specifications and quantities; and relays any omissions, errors or related concerns to the appropriate responsible staff.
10. Reviews and evaluates construction change orders; determines whether cost estimates comply with current market prices; and processes change orders.
11. Reviews recommendations for plan changes during construction; and approves or denies changes.
12. Meets with design professionals or contractors to interpret design intent and modifications to plans and specifications; provides technical guidance and interpretation; and ensures compliance with city and industry standards, procedures and regulations.
13. Participates in the preparation and administration of the construction inspection program budget; submits budget recommendations; and monitors expenditures.
14. Prepares analytical and statistical reports on operations and activities.
15. Performs other related duties as required.
16. 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:**
 - Operations, services and activities of a comprehensive public works construction inspection program.
 - Methods and techniques of providing public works construction inspection services.
 - Principles of civil engineering.
 - City of Fort Worth specifications.
 - Traffic codes, safety requirements and environmental controls.
 - Construction practices, equipment, materials and supplies.
 - Methods and techniques used in the construction industry.
 - Industry standards for public works construction projects.
 - City personnel policies, procedures, rules and regulations.
 - Principles of supervision, training and performance evaluation.
 - Modern and complex principles and practices of construction inspection and management.
 - Investigation procedures.
 - City's Personnel Rules and Regulations.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Basic math and geometry.

- Computers and applicable software.
- Organization and time management.
- Customer service.
- Problem solving.
- Diplomacy and conflict resolution.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, organize and review the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Interpret and explain public works construction activities in engineering terms.
 - Design reconstruction projects.
 - Read and understand contract documents, plans and details.
 - Read and interpret blueprints and other construction maps, plans and drawings.
 - Interpret and explain basic engineering concepts and theories.
 - Understand and explain engineering plans and specifications.
 - Interpret and explain City policies and procedures.
 - Prepare clear and concise reports.
 - Maintain records and files.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Associate Degree in Construction Science, Construction Management, Engineering, Engineering Technology, Architecture or related field and four years of public works construction inspection experience, including one year of administrative or lead supervisory responsibility.

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, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.