

**City of  
EDMONDS  
Washington**

**SENIOR CONSTRUCTION INSPECTOR**

<b>Department:</b>	Public Works - Engineering	<b>Pay Grade:</b>	NE 13
<b>Bargaining Unit:</b>	SEIU	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	January 2016	<b>Reports To:</b>	City Engineer

**POSITION PURPOSE:** Under general supervision, inspects public and private development construction projects, in all stages of construction, improvement, alteration and repair; reviews plans, specifications and technical drawings, inspects worksite, and verifies compliance to codes, regulations, ordinances, specifications and standards; and performs contract administration duties on public works construction contracts.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Independently performs a variety of routine and complex inspections for the Public Works Department; assures safety, work quality, and compliance with approved plans, drawings and specifications, permits, standards and codes including environmental protection laws.
- Inspects and monitors public works construction, transportation, sewer, water and stormwater utility improvements, in all stages of construction, improvement, alteration, and repair to assure compliance with applicable state and local regulations; identifies and documents deficiencies and deviations from quality and safety standards and project specifications.
- Negotiates and prepares change order documents, contractor pay requests and project closeout documents; monitors construction project budget; and prepares state and federal required documentation of public works projects.
- Reviews plans and specifications of assigned projects to gain familiarity with the projects prior to inspection; performs field inspections to evaluate and validate the work performed; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, and applicable codes and regulations; conducts and witnesses tests of work site, materials, and work products to assure quality and safety standards are met.
- Assists contractors with problems and concerns, and responds within scope of authority; anticipates problems and pursues solutions; communicates project goals and objectives; assures effective communication of project status with Project Manager, City Engineer, City staff, contractors and other parties.
- Coordinates traffic control activities as needed; assures safety rules and regulations are followed on all work zones and traffic control sites.
- Performs field measurements of quantities placed by Contractor and prepares accurate field note records to support contractor pay requests.
- Maintains inspection records, project documentation files, weekly statement of working days, requests for information and submittals.
- Inspects private development (commercial, multi-family and residential) projects and associated construction improvements within City right of way and/or private property.
- Uses and applies the City's permit system and other related permitting software on private development projects.

## **JOB DESCRIPTION**

### **Senior Construction Inspector**

- Prepares and issues correction notices, notice of violation and works with violators to bring issue into compliance.
- Responds promptly to questions from the public, contractors, private developers and other agencies; explains City codes, policies, procedures and regulations; provides information and recommendations within scope of authority.
- Maintains absolute confidentiality of work-related issues, client records and City information; performs related duties as required or assigned.

#### **Required Knowledge of:**

- City policies and procedures.
- Applicable laws, regulations and codes
- Federal, state, and local construction and safety codes, regulations and standards, and specialized sources of construction safety information.
- Methods and techniques of inspecting public works construction projects and structures.
- Regulations, protocols, and standards governing construction inspection and plan review activities.
- Principles of design, construction, and maintenance of public works projects.
- Administration principles and practices of construction and consultant contracts.
- Federal and state codes and regulations governing public works projects, including, American Association of State Highway and Transportation Officials (AASHTO), Manual on Uniform Traffic Control Devices (MUTCD), WSDOT standards and specifications and WSDOT Local Agency Guidelines (LAG).
- Types of tests performed on construction materials and work sites, surface water management standards, and TESC (Temporary Erosion Sedimentation Control) practices.
- Occupational hazards and safety precautions.
- Principles of record keeping and records management.
- Engineering mathematics and drafting standards and techniques.
- Technical aspects of stormwater management principles and field inspection techniques of stormwater management facilities.
- Easements and other property-related official records
- Interpersonal skills using tact, patience and courtesy.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned duties.
- English usage, spelling, grammar and punctuation.

#### **Required Skill in:**

- Using independent judgment within established procedural guidelines.
- Interpreting statutes, rules, ordinances, codes and regulations, and comparing them with plans and technical specifications.
- Using technical knowledge of construction methods and sound inspection procedures to evaluate workmanship and materials quality, and detect deviations from construction and safety standards.
- Reading and interpreting construction drawings and specifications and comparing them with construction in progress.
- Reviewing and verifying mathematical calculations.
- Providing advice and consultation on standard construction methods and compliance requirements.
- Establishing and maintaining effective working relationships with co-workers, contractors, homeowners, outside agencies, and the general public.
- Operating a personal computer utilizing a variety of standard and specialized software.
- Maintaining accurate and interrelated technical records;
- Communicating effectively verbally and in writing.
- Meeting schedules and timelines.
- Utilizing personal computer software programs and other relevant software affecting assigned work, including digital mapping applications.

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#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma/GED Certificate and the equivalent of two years of college-level course work in civil engineering technology or related field or Associates Degree in Civil Engineering, Construction Management, or related field and four years of construction inspection experience on public or private development projects; OR an equivalent combination of education, training and experience.

##### **Required Licenses or Certifications:**

Valid State of Washington Driver's License

Valid Traffic Control Flagger card must be current (or obtained within 90 days of hire)

Certified Erosion and Sediment Control Lead Certification must be current (or obtained within 90 days of hire)

First Aid/CPR certification or training must be current (or completed within 90 days of hire)

Additional technical training and certifications may be required.

Must be able to successfully complete and pass background check.

##### **Environment:**

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work at times.

##### **Physical Abilities:**

- Walking or otherwise moving over rough terrain at times.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various job-related equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines at times.
- Working in a noisy work area, working in direct sunlight, working in outside temperature extremes and working in dampness.
- Reading and understanding printed and electronic messages and related materials.
- Occasional lifting or carrying of items weighing up to 50 pounds
- Hearing voice conversation.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

##### **Hazards:**

- Working around and with machinery having moving parts at times.
- Occasional exposure to adverse weather conditions.
- Working in and around moving traffic at times.
- Exposure to potential physical danger when working in the field and/or conducting inspections and working around construction equipment, worksites and/or motor vehicles.
- Working with dissatisfied and/or angry members of the public.

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**Senior Construction Inspector**

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_