CLASS TITLE: CONSTRUCTION INSPECTOR APPRENTICE

PURPOSE OF THE CLASSIFICATION: Under general supervision makes inspections of public works projects and private improvements within the City right-of-way and easements to ensure compliance with established plans and specifications, and performs other related assigned duties.

ESSENTIAL TASKS:
- Inspects new and remodeled facilities and infrastructure, such as paving, bridges, driveways, sidewalks, water and storm sewers and other construction projects for safety and compliance with specifications and local, state, and federal laws
- Prepares inspection reports to document work performed, weather conditions, contract labor and material and equipment onsite
- Instructs contractors on requirements for protecting stormwater inlets and erosion and traffic control in order to ensure compliance with local, state, and federal regulations and work with contractors to address deficiencies
- Communicates with citizens and project stakeholders to coordinate the work of contractors in order to mitigate impact to adjacent properties
- Provides information to correctly markup field plans for engineers and contractor’s reference
- Investigates citizens’ complaints and concerns regarding projects and works toward a documented resolution
- Reviews contractor pay estimates for accuracy and quantity required
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Trainng and Experience: Graduation from high school or possession of a General Educational Development (GED) Certificate. Experience in field construction, surveying and/or other subprofessional engineering work preferred. Refer to the Construction Inspector Progression Criterion document for additional requirements.

Knowledge, Abilities and Skills: Knowledge of engineering plans and specifications; knowledge of a variety of construction methods and materials; and knowledge of the principles, techniques, and terminology of civil engineering as they relate to public works construction. Ability to read and interpret plans, specifications, and blueprints and to compare them with various aspects of construction in progress; ability to determine issues with construction plans and work being performed; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a calculator and telephone; occasional lifting up to 60 pounds; may be subject to walking over rough terrain, standing, stooping, sitting, crouching, grasping, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License; and possession of a relevant Class "D" Water and/or Wastewater License as issued from the Department of Environmental Quality (DEQ) within nine (9) months of date of hire.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather, and occasionally indoors; and requires some traveling to various locations for inspections.

Class Code: 8544
EEO Code: N-07
Pay Code: OT-16
Group: Engineering, Planning and Technical
Series: Inspection
Effective Date: December 1, 2021