

CLASS TITLE: CONSTRUCTION INSPECTOR MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction performs general management duties including planning, directing, and supervising the inspection of public works projects, and other related assigned duties.

ESSENTIAL TASKS:

- Plans, directs, assists, and reviews the work of subordinate inspectors, including subordinate supervisors
- Coordinates projects and testing requests
- Investigates and resolves complaints
- Performs difficult inspections and resolves the more difficult problems which arise
- Acts as liaison and coordinator between contractors, inspectors, engineers and the public
- Reviews plans and specifications and makes final inspection of completed projects
- Reviews project expenditures and maintains necessary records of each project
- Makes required tests of new installations
- Makes follow up inspections to insure proper operation of completed projects
- 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:

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration or a related field, and five (5) years of experience in streets and utility construction work; preferably including three (3) years experience as a Construction Inspector, including one (1) year as a supervisor; or a bachelor's degree in business or public administration or a related field, and three (3) years of experience in streets and utility construction work; preferably including two (2) years experience as a Construction Inspector, including one (1) year as a supervisor; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of a variety of construction methods and materials; considerable knowledge of the principles, techniques and terminology of civil engineering as they relate to public works construction; and considerable knowledge of the standards for concrete mix, and the placing and finishing of concrete structural work. Ability to read and interpret complex plans, specifications, and blueprints, and to compare them with actual construction practices; ability to detect structural and other faults, and to appraise for quality of construction; ability to supervise the work of subordinate inspectors; ability to enforce regulations with firmness, tact and impartiality; ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, reaching, handling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

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

Class Code: 1040

EEO Code: E-03

Pay Code: EX-36

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Group: Engineering, Planning and Technical
Series: Inspection

Effective date: July 1, 2000