

## **CLASS TITLE: CONSTRUCTION INSPECTOR I**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision makes inspections of public works projects under construction to ensure compliance with established plans and specifications and other related assigned duties.

### **ESSENTIAL TASKS:**

- Inspects storm and sanitary sewers, water mains, street paving, curbs and gutters, sidewalks, driveways and other engineering construction projects
- Makes inspections during and upon completion of construction for line, grade, slope, placement, foundation or base, quality of workmanship and materials, safety precautions and adherence to other technical specifications
- Coordinates field and construction activities
- Performs lab tests on materials
- Confers with contractors and the general public regarding problems encountered
- Investigates complaints regarding all construction activities
- Ensures that projects and project areas are properly cleaned up after completion
- Provides information for record drawings
- Inspects and coordinates demolition and removal of residential structures, commercial buildings and street pavement
- Monitors inventory of vehicle materials
- Completes and maintains various documents, records, reports and paperwork
- 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 high school or possession of a General Education Development Certificate (GED); successful completion of nine (9) accredited college hours, including coursework in civil engineering, construction technology, mathematics or a related field; and one (1) year experience as a Construction Inspector Apprentice; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128. Refer to the Construction Inspectors Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Good knowledge of a variety of construction methods and materials; good knowledge of the principles, techniques, and terminology of civil engineering as they relate to public works construction; and good knowledge of engineering plans and specifications. Ability to read and interpret plans, specifications, and blueprints of moderate complexity quickly and accurately, ability to use a computer; ability to make mathematical calculations and compare them with various aspects of construction in progress; ability to detect structural and other faults and to appraise for quality of construction; 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 carrying up to 40 pounds and lifting up to 60 pounds; may be subject to walking over rough terrain, certifying for breathing apparatus to enter confined spaces, standing, sitting, 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" Operator's License; and some positions within this classification may be required to obtain valid Class "D" Water and Sewer Licenses as issued from the Department of Environmental Quality (DEQ) within one (1) year of hire.

**WORKING ENVIRONMENT:** Working environment is primarily outdoors and in inclement weather and occasionally indoors; may be subject to overtime; and requires traveling to various locations for inspections.

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**Class Code: 8545**

**EEO Code: N-07**

**Pay Code: OT-17**

**Group: Engineering, Planning and Technical**

**Series: Inspection**

**Effective Date: August 5, 2015**