

MAJOR FUNCTION

This is technical work in the field of construction inspection. Work in this class includes responsibility for inspection of a variety of City construction projects for conformance with engineering plans and specifications, and other regulations. Work is performed independently on field inspections, involving decisions requiring the use of personal initiative, technical judgment, discretion and human relations skills; however, consultations are held with a superior on the more difficult or unusual cases. Work is reviewed through periodic inspections, conferences, and analysis of reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reviews, oversees, and inspects the work performed by contractors during construction of complex public works, building, and other related projects; and/or construction of gas mains, service taps, regulator stations, meter stations and other related projects to ensure that all projects are constructed in accordance with the approved plans and specifications. Assures that corrections are made. Reviews plans and specifications of projects prior to construction and attends pre-construction meetings. Performs, tests and reviews, evaluates and interprets test data as it pertains to construction and maintenance projects. Prepares and maintains notes, diaries, field logs and project files pertaining to the testing and construction of all projects assigned. Responds to citizen complaints involving construction projects. Prepares cost estimates on small construction projects. Reviews utilities, roadway and building plans and specifications for accuracy and conformance to standard construction practices. Participates with superior in the selection, planning, evaluation, and implementation of various construction and inspection programs. Prepares technical reports on various construction and quality control subjects. Assists in obtaining state and local right-of-way placement permits. Performs related work as required.

Electric & Gas – Power Delivery:

Reviews, oversees, and inspects the work performed by contractors during construction of complex electrical distribution and other related projects to ensure all work is constructed in accordance with approved engineering plans, City specifications, and applicable codes, including the National Electrical Safety Code (NESC). Inspects contractor-installed electrical infrastructure including conduit systems, grounding, pad-mounted equipment, service connections, and related facilities. Assures required corrections are made and recommends acceptance or rejection of completed work. Reviews plans, specifications, construction drawings, and submittals prior to construction and attends preconstruction meetings, utility coordination meetings, and jobsite safety briefings. Coordinates with engineering staff to verify design intent, resolve discrepancies identified during field inspections, and provide field support related to engineering, materials, and construction coordination. Works closely with Transmission and Distribution crews to facilitate system tie-ins, switching operations, or outages associated with contractor work. Maintains daily inspection records, project notes, diaries, field logs, deficiency lists, and project files documenting construction progress, safety compliance, and quality control. Issues corrective action requests when deficiencies are identified and communicates directly with contractors regarding schedules, site conditions, safety requirements, and compliance expectations. Reviews utilities and electrical plans for accuracy, constructability, and conformance to standard construction practices. Reviews redline drawings and as-built documentation for accuracy and completeness prior to project acceptance. Prepares technical reports and recommendations related to construction quality, contractor performance, and inspection findings. Assists in preparing cost estimates for small construction projects. Participates with supervisory staff in the selection, planning, evaluation, and implementation of construction and inspection programs. Assists with contractor performance evaluations and participates in post-project reviews, providing feedback to engineering staff regarding recurring construction, material, or design issues. Responds to citizen complaints related to construction activities. Performs other work as required.

Other Important Duties

Checks pay requests for mathematical accuracy and to ensure that work was accomplished. Reviews change orders for fair pricing by contractors. Keeps abreast of informational and technological advancements in areas directly related to work responsibilities. Participates in developmental and training activities identified by supervisors. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills:**

Thorough knowledge of the practices, methods, materials, standards, and equipment used in the construction and installation of underground and overhead utility infrastructure, including electric distribution systems. Thorough knowledge of modern construction inspection procedures and quality control practices. Thorough knowledge of applicable plans, specifications, and construction codes, including working knowledge of applicable electrical codes, safety regulations, and inspection standards. Considerable knowledge of mathematics through trigonometry and plane geometry. Thorough knowledge of applicable Public Service Commission, Department of Transportation, and other regulatory requirements related to utility construction. Knowledge of City and County environmental ordinances and safety procedures. Ability to read, interpret, and apply engineering and architectural drawings, specifications, construction plans, and as-built documentation. Ability to exercise independent judgment and initiative in identifying, documenting, and resolving field issues without detailed instruction from a supervisor. Ability to work effectively from oral and written instructions. Ability to communicate clearly, concisely, and professionally both orally and in writing, and to establish and maintain effective working relationships with contractors, engineers, inspectors, utility crews, and the general public as necessitated by the work. Ability to operate surveying, testing, and inspection equipment, and skill in the use of microcomputers, tablets, and associated programs, applications, GIS systems, and work management software necessary for documenting inspections, tracking deficiencies, and maintaining accurate project records.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and six years of experience that includes construction inspection or testing on construction of public works projects such as streets, bridges, buildings, stormwater facilities, water mains, sanitary sewers; or construction inspection or testing on commercial building projects; or an equivalent combination of training and experience.

Electric & Gas - Gas Construction: Possession of a high school diploma or an equivalent recognized certificate and six years of technical experience in the construction or maintenance of gas mains, service taps, regulator stations, meter stations, gate stations and gas plumbing systems, which includes the sizing and installing of natural gas piping and venting; or an equivalent combination of training and experience.

Water or Sewer Construction: Possession of a high school diploma or an equivalent recognized certificate and six years of experience that includes construction or maintenance of public works projects such as water mains, gas mains and services, sanitary sewers, stormwater facilities, or construction of commercial building projects that include water and sanitary sewer components.

Electric & Gas - Power Delivery: Possession of a high school diploma or an equivalent recognized certificate and five years of experience in the construction, inspection, or maintenance of electric transmission and distribution systems, electrical infrastructure, or related engineering work; or an

equivalent combination of training and experience. Experience with electric utility underground construction or electrical distribution design is highly desirable.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Ability to obtain required safety or inspection certifications as deemed necessary by the department.

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

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