Job Description

Job Title:	Construction Inspector	Classification:	Classified
Department:	Public Works	Grade:	190
Occupational Group:	Engineering Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; inspects a variety of public works construction, maintenance, and repair projects to ensure completion in compliance with established specifications and applicable codes and guidelines.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Inspects public works new construction, maintenance, and repair projects, in progress and upon completion; collects samples and performs a variety of standard tests to ensure work by City crews or contractors complies with project specifications and applicable construction codes and guidelines.
2. Inspects privately funded infrastructure improvements, in progress and upon completion, to ensure compliance with project specifications and applicable construction codes and guidelines.
3. Inspects economic development, emergency recovery, and community block grant projects, in progress and upon completion, to ensure compliance with project specifications, grants, and applicable construction codes and guidelines.
4. Maintains detailed records of inspection activities and findings; prepares reports documenting project progress, status, and delays on projects.
5. Performs plan review, bid package review, quantity and pay application review, and Federal wage interviews.
6. Performs final inspections and measurements upon project completion to ensure contract compliance prior to authorizing final payment.
7. Negotiates with contractors regarding contract change orders and prices.
8. Reviews "as-built" plans for completed projects to ensure compliance with bid specifications.
9. Meets with officials, business owners, contractors, architects, engineers, and citizens of Joplin to conduct pre-construction conferences, explains proposed projects, and analyzes/interprets plans and drawings.
10. Investigates and resolves complaints from property owners regarding public works construction, maintenance, and repair projects.
11. Ensures contractors working on City projects have appropriate permits and licenses.
12. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.

- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Basic field survey principles and techniques; uniform building codes and guidelines including electrical, plumbing, and general construction codes; location of streets and addresses in the city; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with property owners, construction contractors, architects, engineers, City staff, and the public; inspecting construction sites to determine compliance with project specifications and applicable construction codes; understanding and interpreting complex regulations and guidelines; performing a variety of standard tests on construction materials and sites; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. An Associate's degree in Civil Engineering or closely related discipline is preferred and may be substituted for the required experience on a year-for-year basis.

Experience: Two years of full-time construction inspection is required. Sub-professional engineering experience, in lieu of construction inspection experience, may be substituted, though construction inspection is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Must attain MoDOT Technician Certification to perform inspection or certification on MoDOT projects. Existing certification is preferred.

Physical Demands Requirements and Working Conditions

This position works in both an office classification and in the field. Must possess mobility to work in and around City buildings and facilities; operate a motor vehicle and drive on city streets; stamina and mobility; vision to read printed materials, blueprint, and a computer screen; hearing and speech to communicate in-person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and operate necessary tools and equipment. The fieldwork requires walking in areas to perform investigations and identify problems or hazards. The position requires employees to bend, stoop, kneel, and reach when completing inspections. Must be able to lift, carry, push, and pull materials and objects weighing up to 25-50 pounds. Fieldwork may require exposure to unstable buildings, construction zones, both residential and commercial. Building and facility visits may require exposure to loud noise, cold and hot temperatures, heights, slick surfaces, mechanical, and electrical hazards.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	