



CITY OF HOT SPRINGS, ARKANSAS

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.

Construction Inspector

Department	Engineering
Pay Grade	14
FLSA Status	Non-Exempt
Safety Sensitive	Yes

JOB SUMMARY

Performs technical effort involving inspection of construction projects, utility projects, and related activities.

ESSENTIAL JOB FUNCTIONS

- Provides field inspection duties on behalf of the Engineering Dept (City of Hot Springs) for utility and other various projects to ensure compliance with applicable standards and specifications. These inspections include multi discipline efforts such as, water and sewer projects, street and drainage projects, public works related efforts, private development projects, etc.
- Ensures compliance with plans and specifications.
- Assists in the measurement of quantities for and the preparation of partial payment estimates.
- Maintains a project log and prepares applicable inspection reports for work in progress.
- Maintains inspection reports and project information in computer databases.
- Reviews construction plans submitted for projects; prepares sketches of various projects as required.
- Assists in gathering field data for input to map system utilizing available technology (i.e. GPS, etc.).
- Attends and conducts pre-construction meetings as required.
- Performs any other related duties as required or assigned.

Supervision Received:

Works under general supervision of an administrative supervisor.

Supervision Exercised:

None.

QUALIFICATIONS**Education and Experience:**

High school diploma or equivalent, to include training and education in construction inspection, project management, or an engineering related field.

Track 1: Ten (10) years in construction related field. Candidate will have five (5) years of experience in either a supervisory or inspection role.

Track 2: Training and education in construction management, construction inspection, an engineering related field, or equivalent.

Licenses or Certifications:

Must possess a valid driver's license and a clean driving record.

Water and Wastewater Operator License and Plumbing License preferred.

Knowledge, Skills and Abilities:

- Considerable knowledge of construction activities in multi discipline applications.
- Working knowledge of construction contracts.
- Knowledge of Microsoft Word, Excel, PowerPoint, and other similar programs.
- Skill in inspection criteria for work such as installation of utility lines.
- Ability to interpret technical specifications, drawings, and other project related documentation.
- Ability to use computers for data entry, word processing, and accounting purposes.
- Ability to work independently and to supervise others.
- Ability to prepare construction sketches.
- Ability to deal courteously with contractors and the general public.
- Ability to maintain records and prepare reports.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to learn new skills and information, and the ability to adapt to change and unexpected situations.

PHYSICAL/MENTAL DEMANDS

Frequently stands, walks, talks, and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, crawls, climbs, or balances; specific vision requirements include close, color, distance, peripheral, depth perception, and the ability to adjust focus; occasionally required to lift up to 50 pounds; must be able to drive safely on city streets and on off-road construction sites.

WORK ENVIRONMENT

The noise level in the work environment is usually loud to very loud; exposed to outdoor weather conditions, fumes or airborne particles, toxic or caustic chemicals, and wet, humid conditions and extreme heat (non-weather); works in high precarious places and near moving mechanical parts; and at risk of electrical shock and/or vibration.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

Employee Signature

Date

The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.

The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.