



Town of Oro Valley Classification Description

Title: **CONSTRUCTION INSPECTOR**

Job Code: 3630

FLSA Status: Non-Exempt

Department: Public Works

Salary Grade: 112

POSITION SUMMARY:

Under close supervision, reviews improvement plans and permits, conducts field inspections of roadway civil improvements and/or participates in field meetings, bid-openings and pre-construction meetings to assist and reduce work load of other Engineering staff members.

ESSENTIAL JOB FUNCTIONS:

- A. Reviews roadway improvement plans and permits, conducts field inspections of construction and/or participates in field meetings, bid-openings and pre-construction meeting to assist and reduce work load of other Engineering staff members.
- B. Conducts field investigations on improvement and grading plan reviews and grading permit reviews.
- C. Inspects the construction of private streets storm sewers, and drainage improvements and erosion control.
- D. Conducts construction inspection of private streets, storm sewers, and drainage improvements and erosion control.
- E. Ensures roadway construction meets/complies with plans.
- F. Provides customer service, answers telephones and routes calls or takes messages and contacts applicants, developers, consultants and citizens relating to project issues.
- G. Reviews drainage and soil reports and improvement plans.
- H. Tracks and records projects and notes in the computer system regarding special conditions.
- I. Tracks purchase orders and project invoices within budget and prepares, maintains and analyzes capital budget database.
- J. Revises and prepares project documentation including bids, contracts and agreements.
- K. Prepares field investigation and construction inspection reports.
- L. Updates and creates computer files and databases.
- M. Coordinates activities with other Town Departments.
- N. Assists in conducting site inspections and field work.
- O. Maintains daily logs, cost and quantity reports.
- P. Performs other duties as assigned by the Civil Engineer in the Public Works Department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes and regulations governing public works operations.
- Knowledge of engineering and construction practices and principles.
- Knowledge of personal computer hardware and software.
- Skill in performing, reviewing and assisting in the design and creation of improvement plans and inspections.
- Skill in file and records management.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Civil Engineering or related field preferred.
- Two (2) years' experience in engineering or construction; **OR** an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.