



Town of Oro Valley Classification Description

Title: **CONSTRUCTION INSPECTOR**
Job Code: 3630
FLSA Status: Non-Exempt

Department: Water Utility
Salary Grade: 112

POSITION SUMMARY:

Under general supervision, inspects new development water infrastructure construction as well as the construction of the utility's distribution and production facilities such as water mains, well equipping, booster stations and reservoirs. Inspects to ensure construction of water projects comply with construction drawings, standards and specifications.

ESSENTIAL JOB FUNCTIONS:

- A. Inspects new development water infrastructure construction.
- B. Inspects the construction of the utility's distribution and production facilities.
- C. Inspects to ensure construction of water projects comply with construction drawings, standards and specifications.
- D. Ensures construction projects do not create hazards or damage to private or public property.
- E. Conducts pre-construction meetings with contractors.
- F. Oversees water pressure, compaction and bacteria tests.
- G. Coordinates with other Department staff on construction progress and maintains project documentation.
- H. Reviews quantity calculations for cost estimates of new development and capital improvement plans.
- I. Reviews and approves project shop drawing submittals.
- J. Reads and interprets plans and project specifications.
- K. Answers questions and resolves complex construction problems on-site.
- L. Prepares project as-built drawings.
- M. Prepares and maintains project notes on daily work activities.
- N. Coordinates with operations personnel for integrating new project into existing system.
- O. Coordinates with other departments and outside agencies.
- P. Provides assistance to the project managers and operations personnel.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and federal statutes, ordinances, codes, rules and regulations inspection of design and construction projects.
- Knowledge of construction inspection principles and techniques.

- Knowledge of blue prints, maps and plats survey documentation.
- Skill in reading, interpreting and analyzing construction plans, blueprints, manuals and specifications.
- Skill in organizing and coordinating large construction projects.
- Skill in prioritizing tasks and meeting deadlines.
- Skill in calculating engineering computations and resolving problems related to construction projects, contractor compliance and project design.
- 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 construction and/or inspection of water infrastructure **OR**
- An equivalent combination of education and experience.
- Must possess at time of application and maintain a valid Arizona driver's license.

PREFERRED QUALIFICATIONS:

- Knowledge of Tucson Water and Oro Valley Standard Details and Specifications for Waterworks.
- A Water Distribution Grade 1 operator's license in the State of Arizona.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.