

CHIEF CONSTRUCTION INSPECTOR

JOB DESCRIPTION

Classification Responsibilities: A Chief Construction Inspector is responsible for supervising and coordinating the work of a construction inspection staff involved in City public works contract administration, and quality assurance inspection of public works projects and private developer subunit projects. The Chief Construction Inspector has total project responsibility to ensure quality, timeliness, and costs are within prescribed limits. The position performs other related work as required.

Distinguishing Features: This class is distinguished from the Construction Inspector II by having full-supervisory responsibility, and by having authority to approve field orders. The Chief Construction Inspector is supervised by the Supervising Engineer through meetings and reports concerning project status, problems encountered, and overall results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to eight years' full-time employment in paraprofessional engineering or public works construction involving responsibility for quality assurance inspection, contract administration, and/or project supervision, including two years of supervisory experience; **OR** two years' full-time employment with the City of Mesa as a Construction Inspector II; **OR** four years' full-time employment with the City of Mesa as a Construction Inspector I.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with contractors, developers, and private engineers to clarify requirements for a construction project. Advises contractors on policies, procedures, and acceptability of proposed methods. Investigates and mediates complaints from contractors, developers, engineers, private land and homeowners, and City staff regarding work of the personnel supervised. Initiates and responds to contractor correspondence. Serves on various ad hoc, and standing boards and committees. Attends conferences, seminars, and workshops to act as City representative.

Manual/Physical: Performs quality assurance inspections of City public works construction projects, contracts, and/or private developer's subunit project work sites for acceptable quality levels and compliance with federal, state, and City regulations and specifications. Perceives the full color spectrum in order to check colors of paint, block, tile, and electrical wire for use in City facilities. Detects natural gas leaks and smoke caused by electrical shorts. Detects traffic sounds when working near moving

traffic, and backup warning devices when working around moving equipment, sirens, and calls for help. Operates a City vehicle requiring a standard Arizona Driver's License in order to travel to job sites to conduct quality assurance inspections of construction projects and/or private developer's subunit projects. Uses common hand tools, such as a hammer, screwdriver, chisel, shovel, or pick to obtain soil or asphalt samples for testing. Moves objects, such as soil and asphalt samples weighing up to 30 pounds, for a distance of up to 15 feet. Works in a variety of weather conditions while inspecting projects and supervising subordinates. Works in small cramped areas while inspecting in manholes, vaults, and inside formwork. Works at elevated levels, up to 30 feet, while inspecting bridges, pump stations, and buildings. Meets scheduling and attendance requirements.

Mental: Reviews draft unit/departmental policies and procedures, and provides input. Conducts constructability reviews of designs, and provides input to design engineers. Reviews construction schedules (Critical Path Method [CPM] and Gantt) for feasibility. Coordinates work sequences and schedules with contractors, utilities, and City units such as Traffic and Streets, Parks, and Utilities, as well as with state and county agencies. Assigns work priorities, schedules jobs and inspection projects to subordinate personnel, and outlines basic approaches to be taken in their completion. Directs or conducts in-service training. Reviews work in progress and upon completion. Monitors consultant inspectors under contract to the City. Approves field orders within authority. Resolves problems or conflicts due to interpretations of plans and specifications or situations not covered by policies and procedures. Prepares reports on projects under construction. Inspects plans submitted for recording. Coordinates completion of project as-builts from inspectors. Checks project quantities as submitted by inspectors. Participates in or conducts final inspections and issues letters of acceptance. Reads and interprets engineering drawings and specifications for construction control purposes. Analyzes construction problems logically and expeditiously, and makes decisions quickly while under pressure. Applies fractions, percentages, ratios and proportion, algebra, geometry, and trigonometry.

Knowledge and Abilities:

Knowledge of:

civil engineering terminology;
the principles and practices of civil engineering as related to public works construction;
Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details as well as other standard regulations, procedures, and specifications;
contract administration policies, procedures, rules, and laws;
the principles and techniques of civil engineering, including materials testing, surveying, and plans review;
the materials used in construction projects; and
construction practices and techniques.

Ability to:

use, and instruct in the use of quality control equipment and instruments common to the construction industry;

communicate effectively, both orally and in writing; and

establish and maintain effective working relationships with contractors, construction personnel, management, coworkers, and subordinates.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/co/pa

CS4629.DOCX

EEO-Tech

NDOT SAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-TEC

INCREMENTS 62-200

PAY GRADE: 52

SECURITY-No

CDL-No

IND-9410

SWORN-No