

MAJOR FUNCTION

This is technical work in the field of construction contract administration and inspection. Work in this class includes responsibility for inspection of a variety of City construction projects for conformance with engineering plans and specifications, and other regulations. Work involves responsibility for administering contracts associated with public works construction. Work is performed independently on field inspections, involving decisions requiring the use of personal initiative, technical judgment, discretion and human relations skills; however, consultations are held with a superior on the more difficult or unusual cases. Work is performed under the general supervision of a Program Engineer and is reviewed through observations, conferences, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reviews, oversees, and inspects the work performed by contractors during construction of complex public works, building, and other related projects; and/or construction of gas mains, service taps, regulator stations, meter stations and other related projects to insure that all projects are constructed in accordance with the approved plans and specifications. Assures that corrections are made. Reviews plans and specifications of projects prior to construction and attends pre-construction meetings. Performs, tests and reviews, evaluates and interprets test data as it pertains to construction and maintenance projects. Prepares and maintains notes, diaries, field logs and project files pertaining to the testing and construction of all projects assigned. Responds to citizen complaints involving construction projects. Prepares cost estimates on small construction projects. Reviews utilities, roadway and building plans and specifications for accuracy and conformance to standard construction practices. Participates with superior in the selection, planning, evaluation, and implementation of various construction and inspection programs. Prepares technical reports on various construction and quality control subjects. Assists in obtaining state and local right-of-way placement permits. Conducts pre-bid meetings and pre-construction conferences. Reviews, prepares and recommends approval of minor change order requests. Reviews and recommends approval of construction contract pay requests. Manages database to track payment and change order transactions. Reviews, prepares and makes recommendations for major change order requests. Reviews and writes construction specifications. Issues verbal and written requests and instructions to contractors and developers. Consults with architects and engineers regarding feasibility, costs and construction problems. Performs related work as required.

Other Important Duties

Checks pay requests for mathematical accuracy and to insure that work was accomplished. Reviews change orders for fair pricing by contractors. Keeps abreast of informational and technological advancements in areas directly related to work responsibilities. Participates in developmental and training activities identified by supervisors. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills:**

Thorough knowledge of the practices, methods, and materials of underground utility construction. Thorough knowledge of modern construction inspection procedures. Thorough knowledge of applicable plans and specifications and construction codes. Considerable knowledge of mathematics through trigonometry and plane geometry. Thorough knowledge of the Public Service Commission and Department of Transportation regulations. Knowledge of city and county environmental ordinances. Ability to read and interpret engineering and architectural blueprints, plans and specifications. Ability to use independent judgment without detailed instructions from supervisor. Ability to work from oral and written instructions. Ability to communicate clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to operate

surveying, computer, and testing equipment. Considerable knowledge of laws relating to the construction industry. Ability to write construction specifications. Ability to maintain records and reports. Ability to use microcomputers and some associated programs, applications and databases for scheduling, cost estimating, project management and other applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and eight years of technical experience that includes construction inspection or testing on construction of public works projects, such as, streets, bridges, buildings, stormwater facilities, water mains or sanitary sewers; or construction inspection or testing on commercial building projects; or an equivalent combination of training and experience. One year of work experience must include public works contracts administration.

Necessary Special Requirement:

Must possess a valid Class E State driver's license at the time of appointment.

Established: 10-10-09