

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Construction Inspector*  
**Department:** *Public Works - Engineering*  
**Reports To:** *City Engineer*  
**Status:** *Non-exempt /Union*

#### **Job Summary:**

The Construction Inspector applies knowledge of construction practices, materials and techniques to perform field inspections of construction activities such as roads, water, sewer, storm and side sewer installations; field surveying, and assists with technical engineering tasks as assigned. Work is performed under specific City, State and Federal regulations, guidelines and standards, and requires the use of judgment in their interpretation and application. The inspector will establish and maintain effective working relationships with builders, contractors, developers and the general public as well as City staff of other departments. The inspector receives direction and works closely with civil engineers and reports to the City Engineer who assigns work and provides supervision.

#### **Essential Job Functions:**

1. Attend pre-construction meetings; read and interpret approved plans and specifications; conduct field tests and inspection of City construction projects such as roads, water, sewer and storm drains, and side sewer installations.
2. Inspect new construction of sanitary sewer, storm drains, roads and water systems of utilities, subdivisions, and communities impacting City right of ways with follow-up inspections as necessary.
3. Maintain inspection records and write daily reports on inspection activities.
4. Perform surveys for setting alignment and grade stakes for City-owned projects.
5. Perform field surveys for compilation of project-based maps for City-owned projects.
6. Locate existing City water and sewer in a timely and accurate manner for pending public and private construction projects.
7. Provide information and requirements to contractors and developers, and explain code provisions to assure compliance with approved construction drawings and applicable City and State constructions regulations, policies and standards.
8. Assist engineers with the preparation of project plans and specifications through reviews of plans and specifications.
9. Perform soil and pavement compaction tests for City-owned projects utilizing nuclear densometer.
10. Perform development services general office tasks and special projects. Also assist on traffic engineering studies including reviews of contractor plans for flow, signs, and other controls.
11. Research plat information for the public and read and interpret legal descriptions.
12. Establish and maintain effective and cooperative working relationships with co-workers, contractors, citizens, other engineering firms and their employees and utilities representatives. Respond to inquiries in a courteous and helpful manner sometimes in stressful situations.
13. Provide information and assistance for public inquiries at the department counter.
14. Maintain construction details and as-built drawings.

#### **Associated Job Functions:**

1. Attend various continuing education meetings and seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

#### **Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledge of standard engineering equipment including operation and maintenance of a nuclear density gauge.
- Knowledge of safety principles and practices related to construction sites as well as a personal commitment to follow and enforce practices.
- Working knowledge of mathematics (e.g., trigonometry, geometry and algebra.)
- Basic knowledge of material compaction techniques.
- Basic knowledge of contract administration and office procedures, record keeping techniques, and ability to utilize a personal computer and associated software.
- Good communication and interpersonal skills to effectively communicate procedural and enforcement information to a variety of people.
- Knowledge of business English, spelling, grammar, vocabulary and punctuation.

- Good problem solving, decision-making, time management, and organizational skills, and ability to effectively utilize outside resources to determine the appropriate course of action in enforcement situations.
- Ability to gain considerable knowledge of engineering techniques and practices, surveying principles and practices, construction material testing techniques, and construction practices and techniques.
- Ability to interpret and read blue prints, specifications, engineering drawings and maps.
- Ability to utilize engineering equipment including survey instruments, nuclear densometer, blue print machine, transmitting radio, camera, measuring wheel and tape and a 4-wheel drive light truck.

**Working Environment and Physical Demands:**

Work is primarily performed outdoors in all weather conditions and requires walking and standing on all types of terrain, as well as a normal range of visual and hearing acuity, manual dexterity as well as the ability to move 70 pounds and to walk and stand for extended periods of time. Individuals are exposed to machinery and equipment used in construction and occasional hazardous substances.

**Experience and Training Requirements:**

- Associates Degree in Civil Engineering Technology, Construction Management or related field, *and*
- Must have two (2) years of public works inspection experience in an underground utility construction environment.
- Must obtain Nuclear Densometer Certificate, Flagging and Work-Zone Traffic Control Certificates within three (3) months of hire.
- Proficient computer operation skills and experience with associated City and engineering software programs.
- Knowledge of and experience with AutoCAD preferred.
- Pass background and driver's abstract check.
- Must have a valid Washington State Driver's License and a good driving record.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: Hulbert 4/95

Revised: 6/97, 4/02 RG/HR, NWM/HR 1/04, HR 7/10, HR 3/12, HR 9/15

FLSA: Non-exempt

Salary Range: ---

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload