

CONSTRUCTION INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for inspecting the work of outside contractors by a municipality in construction work. The Construction Inspector must insure that all contract specifications relative to the construction work are being adhered to and must insure compliance with all OSHA regulations. The incumbent will also perform certain field tests. Work is performed at various job sites where the Construction Inspector refers to plans and contract specifications, carefully observes the work of contractors to insure compliance with these specifications and completes daily reports on all aspects of the work in progress. The work is performed under the direct supervision of a higher-level employee who is available to resolve any problems of an unusual or difficult nature. The position Construction Inspector is expected to run concurrently with the construction season, i.e., approximately March 1 - November 15.

TYPICAL WORK ACTIVITIES:

1. Reads and interprets plans, technical drawings and contract specifications;
2. Inspects all phases and operations in the process of construction or repair for compliance with approved plans and specifications;
3. Insures compliance with all OSHA regulations;
4. Inspects for quality of workmanship and checks quality of materials;
5. Performs field tests;
6. Keeps an accurate job diary;
7. Prepares inspection reports;
8. Measures quantities for payment;
9. May insure that work areas are isolated from pedestrians by police barricades, ropes or warning signs;
10. Receives and forwards to appropriate municipal official complaints from property owners, motorists and other citizens affected by construction projects;
11. Forwards all reports to appropriate municipal official;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern practices, principles, materials and tools used in construction work; ability to understand and interpret blueprints, diagrams, technical drawings and contract specifications; ability to learn the rules and regulations of all regulatory bodies with an interest in the construction projects; ability to complete simple reports relating to man-hours, equipment and supplies; ability to establish satisfactory working relationships with contractors and the general public; honest; dependability; physical condition commensurate with the demands of the position.

CONSTRUCTION INSPECTOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of two years from a regionally accredited or New York State recognized college or university with major emphasis on technical work such as engineering, architecture or a related field PLUS two years of experience working with an engineering firm or in the construction trade;
- OR: (B) Four years of experience working with an engineering firm or in the construction trade.

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ADOPTED: 07/20/76

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