



City of Casa Grande

Construction Inspector

GENERAL PURPOSE: Under general supervision, performs field inspections of construction projects to assure quality control and compliance with plans and specifications.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews plans and specifications of construction projects; attends preconstruction meetings as required.
- Inspects projects for compliance with plans, specifications, and Federal, state, City and county standards; completes inspection logs and reports as required.
- Performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations.
- Performs field and laboratory tests on various materials for compliance with state specifications.
- Notes deficiencies and deviations from plans; refers serious problems and disagreements in interpretation to City Engineer.
- Pressure tests water and wastewater systems and components.
- Reviews legal and boundary descriptions of property.
- Maintains and updates inspection records and files.
- Attends final project walkthrough meetings to review data and answer questions as needed.
- Responds to requests for information; provides technical information to City staff as authorized; provides assistance to the public within scope of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
ConstructionInspector.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and two (2) year's experience performing a variety of public works construction, paraprofessional engineering, or inspection work.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of construction practices, specifications, methods, terminology and codes.
- Knowledge of OSHA safety standards and traffic safety procedures in construction areas.
- Knowledge of Federal, state, City and county policies, procedures, codes, regulations and ordinances related to construction activities.
- Knowledge of field inspection techniques, material specifications, and testing procedures.

- Skill in reading, interpreting, understanding and applying construction standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in determining quality of materials and workmanship through inspection and use of technical tools and equipment.
- Skill in establishing and maintaining cooperative working relationships with others.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Valid Arizona drivers license; according to job assignment, may be required to obtain specific technical certifications.

Physical Demands / Work Environment: Work is performed outdoors and in standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.