



ENGINEERING INSPECTOR
FLSA: Non-Exempt
Grade 28 \$53,513.50 - \$85,621.60

GENERAL DEFINITION

An employee in this class is responsible for actively coordinating various projects to assure construction quality and progress with minimum disruption to those impacted; composing detailed inspection reports for review by supervisor; performing personal inspections of all projects assigned and for general coordination of construction activities. This work may involve testing material and operations in accordance with accepted industry practices and scientific methods. Employees in this class may train, review, and assist other City employees acting in subordinate inspector roles in the performance of their duties. Work also involves inspecting the installation of both underground and aboveground utility systems, and various other construction trades installations; reviewing and; inspection of engineering permit work; creation of punch-out items lists; researching complaints and information requests from the general public and communicating recommended solutions.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews, inspects, and documents construction such as road and highway construction located in the City right-of-way, architectural construction, water and sewer utility installations, site construction of public land development projects, and the gradient and construction of sidewalks in the City right-of-way to determine compliance with approved permits and accompanying plans.
- Reviews, inspects, and documents private utility installations to determine compliance with approved permits and plans.
- Reviews plans and specifications for work to be performed in the City right-of-way to ascertain that the construction meets city standards; inspects sea walls, docks, curb cuts, and sidewalks.
- Investigates complaints and makes field checks on requests received in the Public Works office, through telephone, letter or in person; investigates encroachments to the public right-

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of-way; investigates water or flooding conditions; investigates poor road conditions such as rough pavement or holes and similar violations of City ordinances.

- Receives and responds to concerns and inquiries from the community regarding public works activities and provides resolution within scope of authority or directs to appropriate entity.
- Reads and interprets construction plans and specifications; prepares and complies inspection reports; conducts visual on-site inspection of the project during all stages of construction, including the examination of construction material.
- Conducts field tests or makes arrangements for tests by approved laboratories; reviews test reports to determine whether or not materials and installation are in accordance with regulatory requirements; performs initial and final inspection of projects to be owned or maintained by the City.
- Reviews plans, detailed specifications, and shop drawings with engineering professional(s) assigned to the job and makes advance preparation for pre-construction conferences in order to contribute suggestions and to identify problem areas.
- Gives instruction and advice on City standards and other regulatory requirements, reviews field and office work and gives technical assistance and advice; participates in the resolution of the more complex problems and disputes relative to projects.
- Works as a liaison between the contractor and the engineer or architect with regard to change orders and requests for information.
- Reviews construction activities to ensure adherence to approved project plans, specifications, City codes, regulations, and other standards for design and construction practice.
- Reviews contractor's proposed work schedule and tracks work progress for compliance with project schedule; coordinates approved project work with contractor, city departments, county or federal agencies in order to facilitate job progress while ensuring the safety of the general public.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

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- Substantial knowledge of the materials, methods and development process associated with public works construction and the stages when defects or non-compliance are most likely to occur.
- Considerable knowledge of modern methods and techniques of construction of buildings, stormwater drainage, potable water systems, wastewater systems, streets, and other public works construction.
- Considerable knowledge of the standard engineering and architectural terminology, techniques and practices, pertinent specifications or codes for the area of assignment.
- Considerable knowledge of applicable legal and administrative regulations relative to subdivision, road, utility, and general public works construction.
- Considerable knowledge of possible defects in construction materials and effective corrective measures.
- Considerable knowledge of the types of tests performed on engineering construction materials and their applications.
- Knowledge of engineering mathematics as it pertains to engineering construction-related calculations and measurements.
- Knowledge of the basic principles and practices involved in civil engineering and architectural design and construction.
- Ability to detect and locate defective materials and workmanship during the progress of an engineering construction project.
- Ability to evaluate the course of action proposed to be taken to remedy engineering construction defect(s) in order to bring about compliance with the plans and specifications.
- Ability to read and interpret engineering and architectural plans and specifications and to recognize deviations from such plans in the construction process.
- Ability to maintain records and prepare reports on various phases of engineering construction.
- Ability to read and interpret engineering plans, specifications, sketches with field notes and other related documents with a high degree of accuracy.
- Ability to make detailed technical inspections and to enforce regulations with firmness, tact, and impartiality.
- Ability to effectively supervise and inspect the work of both contract and City employees assigned to engineering and architectural projects.

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- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

5 years of practical and project management experience in construction or roadway construction industry. Requires a valid Florida Driver's license without any restrictions that affect the ability to perform essential job duties.

PREFERRED

Associates degree or higher in civil/structural engineer or related field

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Traverse rough terrain, walk up or down stairwells, ladders or steps.
- The employee occasionally lifts and/or moves up to 20 pounds.
- Vision ability includes close and peripheral vision, and depth and color perception.
- Oral communications ability.

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I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date