City of Bellingham
Classification Specification - Civil Service

CLASS TITLE	**Construction Inspector**
DEPARTMENT	**Interdepartmental**
UNION:	**1937**
SG:	**112**
CS:	**Y**
FLSA:	**Y**
EEO/ SOC CODE:	**TE/47-4011**

NATURE OF WORK:

Performs field inspections of capital construction, private development and private facilities contract projects to ensure compliance with specifications and standards.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished by responsibility for and the requirement for experience in the inspection of public works construction projects of moderate complexity. The Construction Inspector is distinguished from the Sr. Construction Inspector by the latter's responsibility for the inspection of public works capital construction projects of considerable variety and complexity with a primary focus on public infrastructure such as streets, water supply and distribution systems, stormwater drainage systems and bridges in the public right-of-way.

SUPERVISORY RELATIONSHIPS:

Reports to the assigned Departmental Manager who assigns and reviews the work. Works independently under general supervision in accordance with applicable City regulations, policies, guidelines, applicable codes and engineering standards.

ESSENTIAL FUNCTIONS:

1. Observes work in progress and conducts inspections of assigned construction projects to ensure procedures and materials used are within specified standards and comply with applicable codes, city requirements and with the issued permit. Advises contractor if work performed or materials used do not meet applicable codes and/or contract; orders suspension of work or remedy, as needed.

2. Tracks and evaluates construction progress, documents inspections and maintains required records, pictures and logs of construction activities. Measures projects to facilitate making "as built" drawings for permanent records; checks line, grade, size, elevation and location of improvements.

3. Recommends field design changes to accommodate field conditions and works with project engineer to coordinate change orders and authorize additional project costs.

4. Records and verifies material quantities received and used during specific project phases; Prepares pay estimates for completion of project phases.

5. Schedules field tests and coordinates permit inspections as required.

6. Informs supervisor and project engineer(s) of progress and details of construction projects, maintains communications with contractor, citizens and City staff regarding complaints, construction activities, and concerns. Acts as point of contact in the event of emergencies that arise after hours related to construction.

7. Participates in construction meetings; performs plan and/or permit review.

8. Inspects traffic control and personnel for compliance with local guidelines and current Manual on Uniform Traffic Control Devices (MUTCD).

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS AND ABILITIES):

Knowledge:
- Knowledge of standard construction practices including specifications, methods, and materials.
- Knowledge of construction inspection and materials testing practices procedures.
- Knowledge of applicable local, state and federal laws, codes and standards related to construction inspection.
- Knowledge of Americans with Disability Act sidewalk and ramp standards.
- Knowledge of construction equipment.

Ability:
- Ability to communicate effectively.
- Ability to review and interpret construction drawings, contracts and plans.
- Ability to make mathematical calculations used in construction inspection and materials testing.
- Ability to prepare technical materials and reports.
- Ability to establish and maintain effective working relationships with other employees, contractors and developers and the general public.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Willingness and ability to maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job, including:
    - Frequently communicate accurate information and ideas with others;
    - Frequently travel between indoor and outdoor locations; stand, stoop, reach, bend, kneel, squat, and traverse on uneven terrain, loose soil and sloped surfaces;
    - Operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;

- Occasionally lift and move heavy objects up to 50 lbs;
- Hear and see sufficiently to respond quickly in a noisy fast-paced environment while meeting mandated safety standards.

WORKING ENVIRONMENT:

Work is performed in an office setting and field environments while conducting inspections, exposing the employee to inclement weather, traffic and construction site hazards, noise, and toxic fumes. Employees are required to use appropriate safety equipment and follow standard safety practices. Inspectors should expect to enter and exit their vehicle many times each day. Must be available for on-call problem resolution and troubleshooting of emergencies and issues that arise after hours as a result of construction.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of construction inspection experience for a variety of construction projects required. Must include inspection on public works projects or closely related area; AND
- One year of vocational training in engineering technology or related field.
- An equivalent combination of experience and training that provides the applicant with the knowledge and skills to perform the essential functions of the position will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.
- Employment contingent upon passing a criminal background check and child and adult abuse records check.
- Must secure and maintain the following certifications within 1 year of hire, some positions may require additional job specific certifications.
    - Certified Erosion and Sediment Control Lead (CESCL)
    - CPR and First Aid Certification
    - Flagger Certification

PREPARED BY:
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9/22

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COMMISSION ADOPTION: October 12, 2022