City of Bellingham
Classification Specification

CLASS TITLE	**Senior Construction Inspector**
DEPARTMENT	**Public Works\Engineering**
UNION:	**1937**
SG:	**113**
CS:	**Y**
FLSA:	**Y**
EE04/SOC CODE:	**TE/47-4010**

NATURE OF WORK:

Performs complete field inspections of major capital construction including WSDOT and Federal Aid projects and subdivisions to ensure compliance with specifications and standards; initiates field engineering changes; serves as lead worker on major inspection projects.

DISTINGUISHING CHARACTERISTICS:

This class parallels the experience and training requirements of the Senior Engineering Technician classification. It is distinguished from the general classification by the requirement for specialized experience in the inspection of public works construction projects of considerable variety and complexity. It is distinguished from the Construction Inspector by the breadth of construction experience required.

SUPERVISORY RELATIONSHIPS:

Reports to the Construction Manager who assigns and reviews the work. Works independently under informal supervision in accordance with applicable City and WSDOT regulations, policies, guidelines and applicable engineering standards. As lead worker, assigns and directs the work of other construction inspectors.

ESSENTIAL FUNCTIONS:

1. Observes work in progress on major construction projects and ensures procedures and materials used are within specified standards; interprets plans and specifications for contractors; recommends and/or approves field design changes; advises contractor if work performed or materials used do not meet applicable codes and/or contract; orders suspension of work and removal of defective material, as needed.

2. Records daily progress of capital improvement projects and subdivisions, and photographs project to maintain pictorial evidence. Measures project to facilitate making "as built" drawings for permanent records; provides information and resolves problems with the contractor, City staff, and citizens. Provides all field engineering data to the construction engineers.

3. Develops and implements engineered field solutions where project designs are not compatible with existing field conditions; in consultation the Project Engineers, coordinates change orders and controls and authorizes additional costs to the project.

4. Records quantities received and used during specific project phases; measures distances, thicknesses, and widths; verifies grades, alignments and elevations on construction project; prepares documents, records and pictures for possible legal use; prepares pay estimates for completion of project phases. Maintains Records of Material (ROM) and associated paperwork for Federal Funding audits.

5. Organizes tests on wet and cured concrete, asphalt materials, bank run gravel, crushed rock and other embankment materials. Collects water samples and conducts preliminary testing; performs pressure testing for water, sewer and storm lines. Inspects sewer and water pump stations, steel structures, bridges, street light systems, and traffic control systems during construction and for final acceptance.

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

7. Assists Project Engineers with design, special provisions (Specs), research, and constructability. Corrects errors, identifies omissions, makes known additions to plans and design changes as needed. Prepares estimates for materials. Participates in the development of departmental engineering standards and guidelines.

8. Coordinates with the operations division of the public works department to schedule work to be performed by water, sewer, street or traffic personnel to ensure project timelines are met.

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

ADDITIONAL WORK PERFORMED:

1. Occasionally acts in responsible charge in the absence of the Construction Manager.

2. Performs related duties and assists in other areas of engineering as assigned.

3. May assist with design and plan review of capital projects.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS AND ABILITIES):

Knowledge:
- Considerable knowledge of construction inspection and materials testing practices, procedures, techniques, calculations, and instruments.
- Considerable 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, both orally and in writing.
- Ability to read and understand construction drawings, contracts and plans.
- Ability to make mathematical calculations used in construction inspection and materials testing and field engineering solutions.
- Ability to prepare technical materials and reports.
- Ability to provide guidance, direction and training to construction inspectors.
- Ability to direct and communicate effectively with contractors and contractor's personnel.
- 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 verbally.
  - Mobility necessary to safely move about construction sites and stand, sit or bend in awkward positions.
  - Operate a computer and read a computer screen or typewritten page.
  - Infrequently lift heavy objects of approximately 50 lbs.
  - Mobility necessary to safely move about construction sites and stand, sit or bend in awkward positions.

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, toxic fumes, and infrequent lifting. 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:

- A minimum of three years of construction inspection experience for a variety of construction projects required. Must include inspection on public works projects, civil engineering construction or closely related area.
- Associates degree or equivalent education 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 job 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 convictions check and child and adult abuse records check.
- Must secure and maintain the following certifications within 1 year of hire.
  - Water distribution Manager 1 (WDM1)
  - Cross Contamination Certification (CCS)
  - Certified Erosion and Sediment Control Lead (CESCL)
  - Pervious Concrete Installer Certification
  - CPR and First Aid Certification
  - Flagger Certification

PREPARED BY: Mustacich/Haufle/Thistle
MK/Sellin
11/93

REVISED BY: J.Thistle
S.Mahaffey
8/98
S.Brown/L.McGowan-Smith
7/02
A. Sullivan
4/16

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REVIEWED BY:
Ted Carlson
Director of Public Works

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