



JOB DESCRIPTION

TITLE: Engineering Inspector
DEPARTMENT: Engineering
GRADE: 15
FLSA: Non-Exempt
EEO DESIGNATION: Para-Professional
REVISION DATE: 02/01/2018

POSITION SUMMARY

Provide technical inspection services related to the development and completion of a variety of Engineering facilities, sites, and structures. Inspects and documents construction activities in subdivisions, utility and road projects. Inspects construction and maintenance work on public properties by private contractors.

ESSENTIAL FUNCTIONS

- Performs and interprets materials testing procedures.
- Records measurements and notes of field inspection findings.
- Documents location and depths of utility lines.
- Oversees the installation of the City's water lines. All testing will be done by others.
- Oversees the installation of City's storm drain lines to insure proper materials and grade.
- Oversees the placement of City's curb and gutter and is responsible for true line and grade.
- Oversees the placement of the City's sidewalk, also to insure that proper line and grade were maintained.
- Oversees the placement of asphalt to make sure proper depth was achieved
- Oversees all improvements required by Title 17 and Title 18, which consists of documenting construction activities in subdivisions, utility and road projects such as streets, culinary water, storm drain, parks, grading, erosion, slope stabilization and revegetation.
- Assists the Engineering Inspector Supervisor and other city personnel, by reporting all observed and documented noncompliance of good engineering practices, City codes and ordinances. Maintains and researches files and records, including subdivision drawings and construction plans.
- Prepares reports and documents construction work with digital photography.
- Sets up daily scheduling making sure that all projects are inspected daily.
- Monitors and regulates gravel pit operation to insure proper compliance with City ordinance.



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- Uses AutoCAD for map creation and drafting.
- Collects data and uses GIS and GPS programs to input, edit, prepare and produce various maps.
- Assists project engineers in drafting specifications for capital projects and infrastructure developments.
- May be required to respond to calls on a 24-hour basis.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Must have a high school diploma or equivalent. Must have at least one year of technical training in engineering, construction management, or equipment operation. Certifications in asphalt, concrete, soils, etc. are preferred. Must be familiar with using AutoCAD for map creation, and drafting and using GIS and GPS for data collection. Preference will be given to those with prior experience dealing with infrastructure related to development.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have some knowledge of excavation and construction procedures and materials testing. Must be able to understand engineering drawings. Must have a valid Utah Driver's License.
- Must demonstrate the ability to learn and explain to others city policies, procedures, and standards established for new subdivision improvements. Must have the ability to communicate effectively both orally and in writing.
- Must have the ability to exercise initiative and sound judgment.
- Must have the ability to establish and maintain effective working relationships with superiors, fellow employees, contractors and the general public.
- Must demonstrate the ability to calmly and effectively resolve differences of opinion while performing Engineering Inspection duties.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work includes both office and field activities. Must be able to negotiate uneven terrain and climb into and out of trenches and excavations on a construction site. Moderate to heavy physical activity required. Exposure to disagreeable elements such as heat, cold, dampness, fumes, noise and dust typical of construction sites. Ability to work effectively in a sometimes stressful environment.



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The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.