



## JOB DESCRIPTION

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**TITLE:** Engineering Inspector Supervisor  
**DEPARTMENT:** Public Works – Engineering Division  
**GRADE:** 17  
**FLSA:** Exempt  
**EEO DESIGNATION:** Professional  
**REVISION DATE:** 01/30/2017

### **POSITION SUMMARY**

Works under the supervision of the City Engineer with immediate to general supervision, but has some latitude for independent judgment as dictated by circumstances. Responsible for coordination and supervision of the Engineering Inspectors. Coordinate and ensures the technical inspection services related to the development and construction of a variety of Capital Improvement Projects. Inspects and documents construction activities in subdivisions, utility and road projects. Inspect construction and maintenance work on public properties by private contractors. Ensures compliance with Storm Water Quality measures and erosion control requirements. Coordinates intermediate construction progress and inspections along with warranty and final inspections of development projects.

### **ESSENTIAL FUNCTIONS:**

- Supervise and coordinate assignments with all Engineering Inspectors.
- Coordinate and supervise the inspection of Capital Improvement Projects. Ensures proper documentation and coordination with the Project Engineer.
- Perform inspections granting escrow/bond releases with Development Reviewing Engineer to ensure compliance with City Standards and Specifications and provisions of the approved improvement drawings.
- Perform and interpret materials testing procedures.
- Record measurements and notes of field inspection findings.
- Review the Engineering Inspector measurements, field notes and inspection reports to ensure procedural compliance, inspection performance and completion of appropriate documentation.
- Inspect construction materials and procedures to ensure compliance with plans and specifications and report summary of findings to the Project Engineer or Development Reviewing Engineer.
- Document location and depths of utility lines constructed or exposed during approved excavation operations.
- Visual inspection, observation and documenting of the installation of the City's water lines. Perform chlorine and pressure test to ensure all requirements are met.
- Visual inspection, observation and documenting the installation of city's storm drain lines to



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ensure line and grade corresponds with the approved plans and Draper City Standards and Specifications.

- Visual inspection, observation and documenting the placement of City's curb, gutter and sidewalk and is responsible for verification of all construction elements to ensure compliance with Draper City Standards and Specifications.
- Visual inspection, observation and documenting the placement of structural pavement section and/or asphalt patching in accordance with the approved plans and all Draper City Standards and Specifications.
- Responsible for the execution and completion of construction progress inspections; escrow/bond release recommendations and documentation; progress inspection and reporting; final inspection and final acceptance inspections for compliance with the approved plans; provides documentation to the Engineering Development Coordinator and the City Engineer.
- Responsible for the inspection and ensures completion of all Storm Water Quality Requirements (BMP's) and erosion control measures required for construction projects.
- Issue written and verbal notices when noncompliance is observed to bring construction into compliance with good engineering practices and City codes and ordinances.
- Ensure proper As-Built plans are submitted and stored at the City.
- Prepare reports and documents construction work with digital photography.
- Set up daily scheduling, making sure all projects are inspected daily.
- Attend and participates in pre-construction meetings; review plans to eliminate possible conflicts that may occur.
- Prepare punch lists to ensure that all construction within the City meets all requirements and standards before recommending the release of warrant and final projects within Draper City.
- May be required to respond to calls on a 24-hr basis.
- Use computer, surveying and drafting equipment to execute assigned projects.
- Give training to other Engineering Inspectors.
- Track ADA standards to make sure Draper City remains in compliance.
- Instruct and advise temporary inspection personnel on the inspection process. Assign temporary inspection personnel to projects and monitor their progress.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Must possess a combination of experience, training, or education that satisfactorily demonstrates the knowledge, skill and ability to complete the job. Must have high school diploma or G.E.D. Must have four years of work experience in the inspection field, including materials testing, surveying, drafting, and construction experience. Must have, or will obtain within one year of employment, a Utah Water Classification II Certification. An Associate Degree in construction technology or a related field and National Institute of Certified Engineering Technicians Certification (NICET), or



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other Engineering Inspection certificates, is desirable. Must have experience and a working knowledge of Storm Water Quality (BMP) measures. Must have valid Utah driver license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of excavation and construction procedures and materials testing
2. Must know techniques of drafting and engineering drawing.
3. Must have knowledge and skill with survey instruments and survey procedures
4. Ability to learn city policies, procedures and standards established for new subdivision improvements.
5. Ability to exercise initiative and sound judgement.
6. Ability to establish and maintain effective working relationships with superiors, fellow employees, contractors and the general public.
7. Ability to calmly and effectively resolve differences of opinion while inspecting construction sites.
8. Ability to communicate effectively both orally and in writing.

### **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.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does 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.*