

Middletown, CT Job Description

Classification Title	Construction Inspector
Job Code	
Department	Public Works
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to inspect the work of contractors and, utility companies, ~~subdivision developers and City construction crews in City right-of-way.~~ Ensures compliance with various City regulations, DOT standards and civil engineering best practices on road and bridge construction and rehabilitation projects of complex nature and to insure compliance with plans and specifications, subdivision regulations, Middletown Code of Ordinances, Public Works Department roadway standards, D.O.T. roadway and bridge standards and civil engineering practices. The work is performed under the direction of the Chief Engineer.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Acts as inspector on moderately complex projects.~~ Directs contractor work on street updates, improvements and reconstruction. Provides minor surveying services. Coordinates traffic control.
- ~~Gives line and grade for construction of culvert and drainage structures, bridge and structure foundation and road subbase and wearing courses.~~ Inspects and provides guidelines for installation of utilities in right-of-way.
- ~~Interprets plans and specifications for guidance of contractors.~~ Meets with City homeowners to respond to questions or complaints. Follows up on resolution.
- ~~Examines materials and prepares and sends samples to laboratory for testing.~~ Instructs and guides City crews as needed.
- ~~Checks measurements to prevent errors in layout.~~ Contacts and schedules work from various vendors to maintain accelerated schedule.
- ~~Checks quantities and placement of materials including concrete, bituminous and other mixes, strength and rigidity of forms and placement and typing of reinforcing steel.~~ Analyzes, reconciles and approves payment invoices from contractors and

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subcontractors. Obtains quotes and reviews State bids to ensure competitive pricing for projects.

- ~~• Inspects the method and performance of work and specification conformance of construction contractors.~~
- ~~• Requests plan changes to address unforeseen conditions.~~
- ~~• Prepares daily personnel material and progress reports.~~
- ~~• Collects necessary data and prepares monthly estimates.~~
- ~~• Assists in the preparation of final payment estimates.~~
- ~~• Prepares complex reports of project construction or rehabilitation in the off-season for construction.~~
- ~~• Assists in surveying or office engineering work, including CAD operations.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~High School Diploma or vocational/technical school diploma with 6 years of progressively responsible experience in the field of Construction Project administration and inspection. Bachelor's degree in Civil Engineering or Construction Technologies and at least six years of progressively responsible experience in the field of Construction Project Administration and Inspection.~~

~~Appropriate education substitutions can be made.~~

Other

- ~~• The position requires one of the following: Certification in Engineering-In-Training program per the Connecticut General Statutes; National Institute of Certification of Engineering Technicians (NICET) at Level II or above or a Bachelor's degree in Civil Engineering or Construction Technologies. The position requires a valid Connecticut driver's license. Engineering EIT or Nicet II Certification.~~

PREFERRED QUALIFICATIONS

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None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid level data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~Knowledge of road building and utility installation
- ~~Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.~~Knowledge of various city, state and federal regulations.
- ~~Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as reports, requests, drawings, policies, procedures, guidelines and non-routine correspondence.~~Ability to read and interpret plans and specifications
- ~~Requires the ability to communicate orally and in writing with the Chief Engineer and all division personnel, other City departments, outside construction personnel and the public.~~Knowledge of utility construction standards.
- Knowledge of construction equipment
- Knowledge of basic surveying, soil mechanics and fluid flow
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; requires the ability to perform mathematical operations involving basic algebra and geometry.
- Knowledge of City purchasing requirements
- Ability to manage and schedule contractors and suppliers
- Ability to measure work in the field and calculate areas and volumes
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints

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- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer, CAD system, survey level, drafting, transit, instruments and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as transit and/or keyboard use.~~

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- ~~• Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~Ability to work under conditions that require exposure to environmental factors. This exposure may cause some discomfort and presents a risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/28/15
Dates revised	