

JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	Inspector	<i>Pay Grade:</i>	EAP-8
<i>Department:</i>	Engineering/Public Works	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Engineering/IT Building	<i>Reports to Position:</i>	Assistant Director of Engineering
<i>Effective Date:</i>	December 27, 2017		

JOB SUMMARY
<p>Under general supervision performs various tasks to assist with the operations of the Engineering Department including but not limited to inspecting and enforcement of the Phenix City Subdivision Regulations with contractors who work in the Planning Jurisdiction of Phenix City. Inspect and approve new water and sewer lines, storm drainage and road construction.</p>

ESSENTIAL JOB DUTIES/RESPONSIBILITIES
<p>The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.</p> <ul style="list-style-type: none"> • Maintains project files, maps, plats, construction plans so that records can be obtained in an efficient manner. Records information/enters data in daily reports, tables/graphs, databases to keep accurate records. • Prepares letters at time of final inspection and warranty inspections. Prepares memos with the review of As-Built drawings. • Observes and inspects work done by contractors to ensure compliance with Phenix City Subdivision Regulations and rules. Performs testing for new utility lines and roadways. • Makes measurements in the field using tapes, measuring wheels. Makes calculations to obtain units such as square feet, square yards, cubic yards, pounds per square yard and acres

- Communicates with contractors, developers, engineers, other City departments, other government agencies, and the general public

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education/Training

High School diploma or GED equivalent

Experience

Two years of experience in construction techniques and a background in surveying or related field

Licenses or Certifications Required

Possession of a valid driver's license from state of residence, will need to obtain certification as a Qualified Credentialed Inspector during employment

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Basic mathematical principles in order to make calculations using basic functions such as addition, subtraction, multiplication and division
- Basic computer language in order to operate various types of software with some training
- Engineering and surveying principles in order to review and interpret basic information relating to plats, maps and construction plans
- Construction practices and standards to include water lines, sanitary sewer systems, storm sewer systems, roadways, detention ponds, and erosion and sediment control

Ability to:

- Receive and comprehend verbal and written instructions relating to technical issues
- Read, interpret and comprehend plans, specifications and technical manuals/drawings
- Develop a respectable work related relationship with contractors, developers, the general public and coworkers
- Prepare written documents and sketches in a clear and legible manner
- Work after hours and weekends as requested/scheduled

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Time spent will be split between a standard office setting as well as outdoor field work, travel to out of town training events, conferences and meetings may also be required

Physical Demands: See accompanying page for details

Key Working Relationship: City Engineer, Assistant Director of Engineering, crews of Public Works and Utilities, Developers, Contractors

APPROVAL/ACKNOWLEDGEMENT

_____	<u>City Engineer/Dir of PW</u>	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS – INSPECTOR

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

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0%-10%
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Occasional
11%-33%
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Continuous
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LIFT/CARRY				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs		X		

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl		X		
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use	X			
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder		X		
Uneven Walking Surface			X	
Even Walking Surface			X	

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

EQUIPMENT USE & OPERATION				
Motor Vehicle			X	
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)		X		

WORK WITH/NEAR				
Machinery			X	
Electricity	X			
Power Tools		X		
Impact Tools		X		
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Extreme Heat			X	
Extreme Cold			X	
Dusty			X	
Excessive Noise			X	
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	2	4
Stand	2	4
Walk	4	6

Additional Considerations (including clarification of any of the above)