

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Construction Inspector I		
<b>Job Code:</b>	TC5050	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	508	<b>Date Reviewed:</b>	06/14/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs inspect work quality and materials inspections for a variety of public works infrastructure projects. Ensures conformance with City standards, specifications and safety standards and to maintain records and prepare reports on projects inspected.

### 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. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Inspects work quality and materials used in a variety of public works projects for compliance with building and construction standards and codes, ordinances and regulations.
2. Previews plans and specifications for assigned project prior to inspection.
3. Prepares daily construction progress reports and progress pay estimates.
4. Takes samples of materials for examination or analysis by laboratories. Performs routine materials and density field tests to assure material and workmanship quality.
5. Observes work during progress and upon completion. Ensures that safety procedures are followed. Coordinates change orders and advises contractors of changes in plans and specifications with assistance from a construction inspector supervisor.
6. Coordinates construction inspection activities with other city departments, including gas, telephone, and electrical utilities and related operational areas.
7. Performs preliminary and final inspections on routine construction projects. Provides input on acceptance of developments.
8. Prepares various inspection reports as required; maintain files and reports regarding inspection and plan check activities and findings.
9. Advises and confers with members of the general public concerning problems resulting from projects adjacent to their property or who may be otherwise affected by assigned project.
10. Acts as liaison between contractors and the general public with respect to various construction projects.
11. Performs other related duties as required.

12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles, practices, methods and techniques of conducting public works project inspection work.
  - Industry standards and specifications for public works construction projects.
  - Accepted safety standards and methods of construction activities.
  - Defects and faults in construction.
  - Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.
  - Methods and techniques of collecting and testing construction materials.
  - Materials and equipment used in public works construction projects.
  - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Time Management.
  - Making observations
  - Communicating with others.
  - Reading and writing.
  - Monitoring assigned activities and operations.
  - Operating assigned equipment.
  - Making sound decisions.
  - Prioritization.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Principles, practices, methods and techniques of conducting public works project inspection work.
  - Industry standards and specifications for public works construction projects.
  - Accepted safety standards and methods of construction activities.
  - Defects and faults in construction.
  - Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.
  - Methods and techniques of collecting and testing construction materials.
  - Materials and equipment used in public works construction projects.
  - Pertinent Federal, State and local laws, codes and regulations.

## **MINIMUM JOB REQUIREMENTS**

HS diploma/GED and no previous experience required.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics 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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.