

City of Fort Worth, Texas Job Description

Classification Title	Construction Inspector II		
Job Code:	TC5060	Job Family:	Technical/Para-Professional
Pay Grade	509	Date Reviewed:	06/21/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs inspections to ensure quality of work and materials used in a variety of public works infrastructure projects including construction, repair, maintenance or alteration. Ensures conformance with City standards, specifications and safety standards. Maintains records and prepares reports on projects inspected Performs a variety of technical tasks relative to assigned area of responsibility.

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 during various stages of construction and remodeling to ensure compliance with building and construction standards and codes, ordinances and regulations.
2. Previews plans and specifications for assigned project prior to inspection.
3. Inspects various public works structures including utilities, streets, sidewalks, gutters, structural concrete, storm systems and various other facilities. Checks line, grade, size, elevation and location of structures for conformance with specifications and regulations.
4. Prepares detailed data of construction progress and inspection. Videotapes project activities and progress as appropriate. Prepares various reports on daily operations and activities.
5. Takes samples of materials for examination or analysis by laboratories. Performs routine materials and density field tests to assure material and workmanship quality; coordinates results of tests and verifies approval of structure.
6. Observes work during progress and upon completion. Ensures that safety procedures are followed. Coordinates change orders and advise contractors of changes in plans and specifications.
7. Coordinates construction inspection activities with other city departments, including gas, telephone, and electrical utilities, cable TV and related operational areas.
8. Performs preliminary and final inspections and recommends acceptance of developments.

9. Meets with contractors to interpret points, plans and specifications. Provides technical guidance and interpretation. Ensures compliance with city standards, procedures and regulations.
10. Prepares various inspection reports as required. Maintains files and reports regarding inspection and plans check activities and findings.
11. Authorizes changes or deviations, where there is no substantial cost impact, when consistent with the general intent of the plans or specifications and when no change in design is involved.
12. Acts as liaison between contractors and the general public with respect to various construction projects and addresses.
13. 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 an assigned project.
14. Performs other related duties as required.
15. 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.

When assigned to TPW Traffic Services Division

1. Inspects drilled piers, ensures depth is correct and foundation is set up according to specifications and elevation is at proper height, correct bolt pattern is used, equipment ground placed correctly. Ensures concrete pour is correct.
2. Inspects depth of trench placement. Ensures conduit backfill is correct and landscaping is done if needed. Ensures street light poles and luminaries are installed correctly, electrical connections are made properly and burn time on lights is adequate.
3. Coordinates light installation with other department services or Permit Office to assure lights are operational for final acceptance by City of Fort Worth.
4. Assures lighting facilities are installed according to City of Fort Worth standards.
5. Attends any pre-construction meetings that pertain to new street light installations.
6. Performs outdoor/public events reviews to prevent traffic conflicts.

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.
 - City, ADA (Americans with Disabilities Act) and TDLR (Texas Department of Labor & Regulations) requirements.
 - Defects and faults in construction.

- Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.
- Basic bookkeeping/accounting skills.
- 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:**
 - Making observations.
 - Operating assigned equipment.
 - Prioritizing.
 - Using good judgment.
 - Read and understand construction plans.
 - Problem solving.
 - Time management.
- **Ability to:**
 - Perform inspection duties on a variety of public works projects including the construction, repair, maintenance or alteration of streets, curbs, sidewalks, drainage facilities, underground utilities and related structures.
 - Observe and take remedial action on non-compliance with city or industry construction standards and specifications.
 - Interpret and apply pertinent Federal, state and local laws, codes and regulations.
 - Read and interpret blueprints, plans and specifications.
 - Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
 - Perform mathematical computations rapidly and accurately.
 - Understand and carry out oral and written directions.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain cooperative working relationships.

MINIMUM JOB REQUIREMENTS

HS Diploma/GED and three years of construction inspection experience involving the construction and maintenance of public works, systems and structures.

OTHER REQUIREMENTS

Valid Texas Driver's License.

When assigned to TPW Traffic Services Division

Journeyman Electrician License at the time of hire.

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; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.