

# CLASSIFICATION ADDENDUM

## Job Title: Construction Inspector

Classification Specification: Technical Specialist

Barg Unit: OPE

Pay Grade: B22 – B24

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Construction Inspector inspects work and materials of contractors to assure compliance with contract documents of public works construction projects pertaining to the improvement of streets, storm drainage and wastewater infrastructure; reads and evaluates contract specifications and plans for assigned contracts to determine if they meet code requirements; performs tests or initiates testing by materials lab of soil, materials or equipment; updates drawings of record and provides as-built sketches; monitors project schedules, documents delays; informs supervisor of project issues and recommends options/changes; prepares contract status and inspection records/reports; investigates and documents complaints and coordinates interactions between property owners, contractors, agencies; notes deficiencies in project work and notifies contractor; prepares financial reports and progress payments; may provide lead to assigned staff. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of drafting, trigonometry, geometry, engineering, mechanical drawing, plus sufficient related work experience typically in technical engineering assignments, project management, construction inspection, and/or construction surveying.

#### Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

#### Knowledge:

- Applicable laws, rules, regulations, codes and ordinances governing installation of public works facilities;
- Materials and methods used in a wide variety of public works construction;
- Principles, practices, procedures and methods of civil and structural engineering as applied to public works facilities construction and inspection, including erosion and sediment control best management practices;
- General surveying techniques; tax maps, plats, surveys, easements, and deeds;
- Algebra, trigonometry and geometry.

#### Skills: *(Demonstrated skill in performing the following)*

- Analyzing construction plans, specifications and maps;
- Preparing technical maps, drawings, and layouts from notes and sketches;
- Operating inspection equipment (such as nuclear gauge, etc) and evaluating readings/data.

### Essential Characteristics and Duties Addendum

**Qualification For Grade Progression:**

Grade progression is dependent on the years on experience/expertise in position or specialization, AND degree of complexity, coordination, and visibility of projects in the community.

B22 Contributing (applying basic skills)

B23 Journey (applying some advanced skills)

B24 Advanced/Lead (applying advanced skills)

### Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Travel as required to development sites. The incumbent must have the mobility and ability to perform job duties at various sites on a regular basis, and is expected to work construction hours which may involve overtime, weekend work and work at night.

### Addendum History

Created: 2012.01

2015.04 – Revisions by HR

2016.06 – Revisions by HR