

CONSTRUCTION INSPECTOR/ COORDINATOR

Position Code: 2330

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 351

Location: Public Services

Approval Date: 2019

General Statement of Duties

Inspects public and private construction projects and infrastructure to ensure compliance with specifications and standards.

Distinguishing Features of the Class

An employee in this class is responsible for inspecting Town construction and land development projects and assuring compliance with plans and relevant standards and regulations. Work involves significant public contact and coordination with contractors, engineers, home owners, etc. Significant tact and courtesy are required in these public contact functions. Work is performed under regular supervision of the Civil Engineer II and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned responsibilities.

Duties and Responsibilities

Tracks the progress of construction projects.

Inspects construction projects and infrastructure.

Ensures compliance with all applicable governmental, engineering, and construction standards and regulations.

Investigates and resolves customer and citizen inquiries and complaints.

Tracks all new commercial and residential construction and prepares, maintains, and files all related documentation and reports.

Assists and advises other Town departments.

Reviews and comments on subdivision and project plans.

Collects and edits GIS data.

Coordinates work with other public agencies and/or private concerns.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skill, and Abilities

Thorough knowledge of construction practices, techniques, materials and equipment relating to public works and utilities.

Thorough knowledge of engineering plans, specifications and drawings.

Thorough knowledge of the occupational hazards and proper safety precautions involved in the work performed.

General knowledge of related municipal engineering specifications and practices and related state and local laws and regulations.

Ability to read and interpret plans, specifications and blueprints and to compare them with various aspects of construction in progress.

Ability to delete deficiencies in construction projects.

Ability to establish and maintain effective working relationships with Town officials, contractors, property owners and others in effect satisfactory compliance with specifications and standards.

Ability to maintain accurate records.

Physical Requirements

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common, physical characteristics and abilities such as mobility and dexterity.

Minimum Education and Experience

High School diploma or GED and eight years of directly related experience; or Associate's Degree from an accredited community college and three to five years of directly related experience; or a Bachelor's Degree from an accredited college or university and one to three years of directly related experience.

Special Requirements

Possession of a valid NC driver's license.