

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF021 Civil Engineering Construction Inspector
POSITION #/TITLE: 0024, 0069, 0137, 0157, 0189, 0342, 0411, 0970, 2076 Civil Engineering Construction Inspector	Adopted: 07-97
	Revised: 10-17

POSITION DESCRIPTION

Dept /Division: Public Works/Engineering	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 30
Reports To Position #/Job Code #/JC Title: 0930/NB057/Construction Engineering Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Knowledge test
Personal Protective Equipment: Hand, Head, Foot, Protective Clothing, Eye, Hearing	

General Statement of Duties

Provides technical services to a comprehensive engineering design and public works program for the City.

Distinguishing Features of the Class

Works under general supervision with some technical supervision. Exercises discretion in selecting work methods and sequences.

Examples of Essential Work (Illustrative Only)

Inspects public works construction projects, subdivisions and work in the public right-of-way in progress and at completion to assure conformance with plans, specifications and regulations;
 Negotiates with contractors on proposed changes in methodology or plans, with approval of supervisor;
 Inspects quality and conformance to specifications of construction materials used;
 Maintains precise daily records of inspection findings and construction progress;
 Maintains accurate daily records of quantities used and computes monthly and final pay estimates;
 Attends pre-construction meetings for projects assigned;
 Communicates with general public about project and progress of work;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Firm knowledge of public works construction inspection methods and techniques;
 Firm knowledge of proper construction methods and materials;
 Acquired knowledge of City geography;
 Ability to operate the following equipment and tools: calculator, cell phone, engineering materials testing equipment, and inspection measuring equipment;
 Ability to react quickly when working around equipment in an uncontrolled environment;
 Ability to operate a personal computer or tablet using program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED supplemented with three years of experience in the construction trades or in a public works engineering function; and
Experience in construction or inspection processes; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's license.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity and strength, which permits the employee to perform at a level which meets the physical demand rating for the job;
Sufficient personal mobility, which permits the employee to react quickly when working around equipment in an uncontrolled environment.