

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Senior Engineering Inspector</b>	<b>CLASS CODE:</b>	<b>781</b>
<b>REPORTS TO:</b>	<b>Construction Engineering Supervisor</b>	<b>GRADE:</b>	<b>25</b>
<b>DEPARTMENT:</b>	<b>Engineering</b>	<b>FLSA:</b>	<b>N</b>
<b>JOB DESCRIPTION DATE: July 1, 2005 bwg</b>			

**JOB SUMMARY:**

Performs inspections and contract monitoring on capital improvement projects and other public works construction projects.

**ESSENTIAL FUNCTIONS:**

1. Inspects, during construction and upon completion, a full range of Public Works and capital improvement projects including streets, alleys, storm drains, irrigation systems and parks improvements for compliance with specifications, guidelines, approved plans, ordinances and standards.
2. Negotiates with contractors regarding compliance, extra work requests and proposed additions and deletions to the contract.
3. Monitors contractor performance and issues notices and orders to comply, stop work orders and resume work orders as necessary.
4. Reviews and interprets plans, specifications, civil and architectural drawings and blueprints, contract change order requests and materials submittals and certifications.
5. Reviews as-built drawings for accuracy and completeness.
6. Prepares drawings to convey construction information and to illustrate standard details and reviews as-built drawings for accuracy and completeness.
7. Functions as project lead and technical expert for other Inspectors on large or complex construction projects.
8. Performs various tests in the field including materials tests, pressure and leakage tests on water and sanitary sewer lines and maintains records of test dates and results for acceptance or rejection of the work.
9. Measures and records completed quantities of accepted contract pay items.

**SECONDARY FUNCTIONS:**

10. Prepares pay estimates for contractors.
11. Inspects the methods used in production of asphalt and concrete and coordinates the sampling and testing of materials used.
12. Attends pre-construction meetings, weekly progress meetings and project conferences.
13. Maintains logs and records reflecting construction and installation of all Public Works improvements.

14. Coordinates with developers and contractors and serves as liaison between contractors and other City departments.
15. Assumes the duties of Construction Engineering Supervisor as necessary.
16. Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES:**

#### **Knowledge of:**

Inspection and testing practices, techniques, applicable specifications and codes.  
Uniform Standard Specifications for Public Works Construction, Uniform Standard Details for Public Works Construction, Design Guidelines for Site Development, City Ordinances, A.S.T.M. Standards, A.A.S.H.T.O. Standards, Federal and State O.S.H.A. Regulations and City of Phoenix Traffic and Barricade Manual.  
Materials, products and methods used in Public Works construction

#### **Skill in:**

The use and maintenance of testing equipment, survey instruments and measuring devices.

#### **Ability to:**

Read and interpret drawings and specifications and to prepare reports, cost estimates and other construction correspondence.  
Make moderately complex calculations relating to measurement and construction surveying.  
Establish and maintain effective working relationships with contractors, businesses, consultants and city staff.  
Perform standard testing procedures on soils, asphaltic concrete and Portland cement concrete to analyze results and take appropriate action.  
Monitor and inspect multiple projects and priorities, resolve routine disputes and arrive at sound decisions based upon engineering criteria, policy and procedures. Follow oral and written instructions; communicate effectively both orally and in writing.

### **WORKING CONDITIONS:**

Duties require working around heavy construction equipment, deep trenches, heavy traffic and varying weather conditions.

### **MINIMUM QUALIFICATIONS:**

High School diploma or GED supplemented by one year (30 semester hours) of college course work in engineering, engineering inspections or a related field and five years experience in Public Works construction inspections.

Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities, is qualifying. NICET Level III certification is preferred.

### **SPECIAL REQUIREMENTS:**

Possession of a valid Arizona driver's license.