



JOB DESCRIPTION

JOB TITLE:	Construction Inspector	FLSA:	Non-Exempt
DEPARTMENT:	Utilities	GRADE:	T2
REPORTS TO:	Field Services Superintendent	DATE:	1/17/2019

SUMMARY OF JOB PURPOSE:

Under the direction of the Field Services Superintendent, participates in the planning, facilitates permitting, and ordinances for water, wastewater, and storm drainage utility systems; performs utility inspections for utility easements and Cross Connection & FOG programs; and provides technical support for utility operations.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Inspects new and existing residential and commercial construction, and/or properties for conformance to codes, regulations, plans, specifications, and standards; schedules inspections.
- Reviews plans, maps, specifications, pay requests, soils reports, materials testing laboratory reports, contracts, and other documents to ensure conformance with federal, state, County, and industry codes and regulations; notes changes required and follows up as necessary.
- Confers with and provides information to developers, design professionals, property owners and others regarding code requirements and alternatives, and County policies and procedures; wherever possible, resolves complaints and problems.
- Inspects safety aspects of jobs in progress, such as trench safety and traffic control; works to assure that staff and contractors comply with applicable safety rules and regulations as listed in the County's Comprehensive Safety Program.
- Participates in public meetings; meets with potential developers and the general public; answers inquiries and assists with permitting and construction processes.
- Assists with the cross-connection control, backflow device testing, FOG programs, and Business License inspections.
- Maintains logs of inspection performed; contributes data and information for various reporting; prepares periodic and special reports as required; estimates progress payments due on contracts for public works projects. Maintains and updates as needed the Utilities Department Standard Specifications.
- Serves as inspector-in-charge of a construction or repair project; including reviewing the work of consulting inspectors. May be required to issue stop work orders for safety related problems and may supervise a crew.
- May perform or oversee and evaluate routine field testing of construction materials.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma/GED AND two (2) years of technical work experience which provided knowledge of building construction and plan review and construction industry experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Field engineering, inspection practices, basic design criteria for construction projects, and methods for correcting violations.
- Construction methods, materials, specifications, and equipment.
- Principles and practices of plan review.
- Laws, ordinances, regulations, and industry standards specifically NAC445A, the Uniform Plumbing Code, and OSHA standards.
- Surveying principles and practices.
- Materials and soils testing techniques and terminology.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Performing inspections of public works projects.
- Reading and interpreting drawings, plans, specifications, and contracts.
- Interpreting, explaining and enforcing a variety of codes, ordinances and regulations
- Working with consultants related to plan development.
- Record keeping practices and computer applications.
- Making complex, time sensitive field decisions related to projects, field engineering, and various system repairs.
- Exercising sound independent judgment and decision making within procedural guidelines.
- Organizing, prioritizing, and coordinating work activities and meeting deadlines.
- Use of computer hardware and software related to activities.
- Composing clear, accurate and concise logs, reports, and correspondence.
- Performing accurate mathematical calculations.
- Understanding and following oral and written directions.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.



REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

Classification	Minimum Requirements
Technician II	Valid Nevada Driver's License. Within 15 days of employment: <ul style="list-style-type: none">• OSHA 10 certificate.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical field setting, including operating hand and power tools; stamina to navigate uneven terrain and construction site, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to frequent travel, extreme weather conditions, hazardous chemicals, sewage, loud noise, heights exceeding 10 feet, dust and noxious odors.