

JOB DESCRIPTION

Title: PUBLIC WORKS CONSTRUCTION INSPECTOR

Department: Public Works/Engineering

Class Code: FLSA Status: Non-Exempt

GENERAL PURPOSE

Under general supervision of the Town Engineer, performs construction management duties, construction inspection and quality assurance on public works and development projects related to general improvements to public rights-of-way. Ensures compliance with applicable standards, codes, designs and specifications.

EXAMPLE OF DUTIES

This entails assuring contractor's work conforms to the project specifications and is accomplished by inspecting the contractor's work on a daily basis; by keeping a daily record of instructions and directions given to the contractor regarding plan and specification interpretation and any required change orders; coordinating with an independent testing lab any materials testing required by project specifications; by verifying quantities for payment on contractor's monthly pay request; by coordinating construction activities with residents, utility companies and other agencies including NHDOT; by providing for public safety during the project.

May make final construction related decisions in the absence of the Town Engineer.

Conducts construction inspections, reviews contractor pay requests.

Inspects and performs oversight on other agencies, utility companies and contractors working within Town boundaries and rights of way to ensure public safety and ensure protection of Town facilities.

Reviews and issues excavation permits and inspects all road cuts for other agencies and contractors working within Town boundaries (whether for water, gas, sewer, telephone, etc.).

Inspects trench backfill, sub-grade and aggregate base course for grade, compaction, moisture, and preparation for paving.

Inspects and performs oversight on the installation of water lines, sewer and storm drains.

Conducts construction site inspections for compliance with site ***SWPPP and Town Storm Water Management Ordinance.****

Answers technical questions and provides information to public and other agencies.

Inspects all aspects of subdivision construction and development; performs final inspection and acceptance or work.

Attends and participates in preconstruction meetings with department staff, engineers, contractors, developers and other organizations.

Coordinates and conducts preconstruction and progress meetings with contractors, Town departments and other agencies.

Responds to questions from contractors on bid specifications; coordinates work with contractors, Town departments and other agencies.

Assists with surveying, drafting, specifications and bidding documents; reviews plans prior to final department approval.

Assists with infrastructure inventories and maintenance of records.

Must be generally available and respond to emergency "call outs" on construction projects at any time of day.

Performs related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience

--

High school graduate and ten (10) years of experience in public works or construction, or any equivalent combination of education and experience.

Special Requirements

--

Must possess a valid New Hampshire Driver's License.

Necessary Knowledge, Skills and Abilities

--

Considerable knowledge of public works construction management, inspection, methods and materials; knowledge of contract administration and pay estimates; working knowledge of methods and interpretation of soil analysis, materials, compaction and density tests; working knowledge of surveying and surveying methods; knowledge of drafting and engineering.

--

Ability to read and interpret plans and specifications; ability to establish and maintain effective working relationships with employees, contractors, other departments and the public; ability to follow written and oral instructions; ability to communicate effectively, both verbally and in writing.

TOOLS & EQUIPMENT USED

--

Personal computer, including word processing, spreadsheets, and database software; engineering calculator; surveying equipment; motor vehicle; phone; mobile or portable radio.

PHYSICAL DEMANDS

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

--

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

Hand eye coordination is necessary to operate testing instruments, computers and various pieces of office equipment.

--

While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

--

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in excavations and roadways and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

--

The noise level in the work environment is usually moderate to loud.