

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 1997–2020**

POSITION TITLE: ENGINEERING INSPECTOR

GENERAL DESCRIPTION OF DUTIES

Under the ~~direction~~ supervision of the City Engineer, employee is responsible for conducting inspections on City engineering and construction projects for compliance with existing codes, plans, specifications and standard construction practices during and after construction. ~~a variety of types of public work and utility projects to assure compliance with legal regulations and with prescribed plans and specifications. Successful job performance requires considerable detailed knowledge of road, drainage and utilities construction procedures and materials. Work also involves reviewing engineering permits, transposing field notes to maps, drafting and answering complaints and information requests from the general public. Works is reviewed through conferences, reports and records, conformance to schedules.~~ Employees in this classification protect the City's interests related to infrastructure projects; provides information, clarification, and assistance to contractors, consultants, developers and the public regarding City construction projects and activities. Performs related duties as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Inspects roads, highways, sewers and storm water construction projects in the City's right-of-way, to assure conformance with plans and specifications.

Inspects, reviews and approves applications for permits for the construction and/or repair of sidewalks, curbs cuts, swales, driveways and other projects requiring engineering approval.

Inspects public facilities and/or improvements in the City to ascertain extent and method of repairs or maintenance required.

Inspects telephone, electric utility, ~~and~~ cable television, and other franchise utility installations.

Assists contractors and engineers in interpreting plans and specifications let out on contract; checks materials and shop drawings.

Reviews engineering permits; transposes field notes to maps; drafts and answers complaints and information requests from the general public.

Investigates complaints and requests received in the engineering office ~~through telephone, letter or in person~~, investigates encroachments into the public right-of way, investigates water or flooding conditions; investigates poor road conditions such as rough pavement or holes.

Inspects all work pertaining to drainage for subdivisions on both private and public roadways, according to plans and specifications.

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Acts as construction inspector for general parks construction; acts as liaison between City and subcontractors for drainage, utilities or road projects under construction; reviews plans and specifications to ensure accuracy in construction; inspects concrete.

Prepares comprehensive reports on all projects as to the progress and difficulties encountered on a weekly basis.

Coordinates work with all City departments affected by engineering construction and inspects construction of public utilities.

Maintains engineering inspection records online. Archives plans using City's offsite storage protocols.

Establishes and maintains effective working relationships with contractors, the general public, City officials and others involved in construction.

Makes detailed technical inspections and to enforce regulations firmly, tactfully and impartially.

Reads and interprets engineering drawings and maps with high degree of accuracy.

Inspects projects under construction and to detect deviations from approved designs, specifications and construction practices.

Prepares and maintains accurate weekly inspections records to prepare and submit clear and concise reports.

Inputs data and calculations into the computer and evaluates the output.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

~~Considerable knowledge of modern methods and techniques of construction inspection and maintenance of drains, sewers and streets.~~

~~Considerable knowledge of applicable legal and administrative regulations relative to utility and general public works construction.~~

~~Ability to inspect projects under construction and to detect deviations from approved designs, specifications and construction practices.~~

~~Ability to read and interpret engineering drawings and maps with high degree of accuracy.~~

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~~Ability to prepare and maintain accurate weekly inspections records to prepare and submit clear and concise reports.~~

~~Ability to establish and maintain effective working relationships with contractors, the general public, City officials and others involved in construction.~~

~~Ability to make detailed technical inspections and to enforce regulations firmly, tactfully and impartially.~~

~~Ability to perform mathematical and engineering calculations.~~

~~Ability to input data and calculations into the computer and evaluate the output.~~

~~Knowledge of the basic principles and practices involved in civil engineering design and construction.~~

MINIMUM TRAINING AND EXPERIENCE

Associate's Degree from an accredited college or vocational/technical diploma in Public Utilities Operations, construction trades, or other relevant field supplemented by a minimum of three (3) years verifiable work experience in public works infrastructure and/or site development inspections or operations; Requires high school diploma supplemented by three to five years of experience in engineering inspection and two years of engineering education, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a Valid State of Florida Driver's License and endorsements, if any.

Candidate must have obtained Inspection Certifications from accredited organization (FDOT, Broward County, OSHA, ICA etc.) in at least four (4) of the following fields of work:

Stormwater Operator

Piping Construction

Maintenance of Traffic

Asphalt Paving

Concrete Construction

Earthwork Construction

Foundations and Drilled Shafts

Quantities and Estimates of Work

Erosion and Sedimentation Control

Confined Spaces

Health and Safety

Hazmat

Surveying

Considerable knowledge of modern methods and techniques of construction inspection and maintenance of drains, sewers and streets.

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Considerable knowledge of applicable legal and administrative regulations relative to utility and general public works construction.

Knowledge of the basic principles and practices involved in civil engineering design and construction.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. exchange information for the purpose of obtaining information or clarifying details. ~~Performs such within well-established policies, procedures and standards.~~

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, surveying instruments, drafting instruments, measuring and testing devices. Knowledge of and skill in the use of modern office equipment, including computers. Knowledge of the use and care of required equipment and tools. ~~operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.~~

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, ~~and~~ descriptive, advisory and/or design data and information. Knowledge of proper English usage, grammar, vocabulary and spelling. Is able to read and interpret complex material pertaining to the responsibilities of the job.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs. Ability to perform mathematical and engineering calculations.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Able to conduct comprehensive inspections, to determine problem areas, and recommend corrective measure.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria. Able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner.

ADA COMPLIANCE

Physical Ability: Field work requires the ability to exert moderate, though not constant physical effort, Tasks involve the ability to exert very heavy physical effort in very heavy work, typically

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involving some combination of climbing ~~and~~ balancing, stooping, kneeling, crouching, and crawling, and which may involve some the lifting, carrying, pushing, and/or pulling of heavy objects and materials of moderate weight (up to 100 pounds) (12-20 pounds); and may occasionally need to pull, drag or lift items up to fifty (50) pounds in weight. Field work is likely to require ambulatory access onto undeveloped properties and active construction sites. Office tasks may involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies. heavier items (100 pounds or over).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to heat extremes, toxic/poisonous agents, noise extremes, traffic hazards, machinery, and electrical currents.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.