



COUNTY OF YORK JOB DESCRIPTION
Construction Inspector
EDS/Utilities & Plan Review

Human Resources Division
120 Alexander Hamilton Blvd.
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GENERAL STATEMENT OF JOB

Performs administrative and technical work which involves inspecting construction sites, ensuring that erosion control and related County ordinances governing minimum standards and requirements are maintained. Inspects construction sites and materials; anticipates and acts on problems. Confers with contractors, construction personnel, project engineers, and others as appropriate. Reviews construction plans and specifications. Employee is responsible for maintaining daily construction records and preparing monthly reports. Work is performed under minimal supervision.

WORK ENVIRONMENT/DISTINGUISHING FEATURES OF THE POSITION

Depending on the function, much of the work is performed outdoors under all types of weather conditions with exposure to the usual hazards associated with outside maintenance and construction work such as overhead and underground utilities, traffic, sewage, dust, and noise. Work sometimes is performed evenings and on weekends when the contractors are working.

ESSENTIAL JOB FUNCTIONS

Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.

Inspects construction projects such as gravity sewer, force mains, water mains, and water service lines while in progress and upon completion; inspects utility, road and drainage construction; ensures that proper erosion control, and related County ordinances governing minimum standards and requirements of new construction, alterations, repairs and materials used are maintained.

Tests sewer systems upon completion of construction.

Reviews construction plans and specifications, approving or recommending changes as necessary.

Reviews and inspects materials used in construction projects; confers with contractors and/or construction personnel; responds to inquiries and resolves problems as non-routine situations arise; prepares "as-builts" as needed; performs field verifications of as-built plans.

Performs surveys for buildings, parking lots, roadways, property lines, etc.; drafts construction drawings.

Monitors work performed and prepares progress reports in approve payment requests commensurate with amount of work completed; records daily activities and maintain project records.

Receives and responds to inquiries and complaints from property owners and other interested parties; provides information and resolves issues, or forwards to appropriate personnel.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of modern engineering and construction principles and practices.

Thorough knowledge of safety procedures and precautions associated with construction, including VDOT and OSHA regulations.

General knowledge of basic erosion control practices.

Effective communication skills.

Ability to inspect construction projects, and the ability to read and interpret blueprints and as-built drawings.

Ability to use a variety of surveying equipment, and the ability to calculate and check grade elevations.

Ability to prepare and maintain records and reports pertaining to the inspections.

EDUCATION AND EXPERIENCE

Graduation from high school and 3-5 years of experience in engineering and construction inspection work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including survey equipment and tools, drafting tools, etc. There is continuous standing and walking from one area of a job site to another. Stooping and bending occur when inspecting pipe work and joints. Limited carrying of the survey level or other tools.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and directions from others.

Language Ability: Requires the ability to read a variety of correspondence and reports, plans, documents, drawings, manuals, etc. Requires the ability to prepare correspondence, reports, plans, etc., using prescribed format.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instruction furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret engineering terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to utilize basic systems of geometry and algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office machinery and equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, drafting tools, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under varied levels of stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____