



## CLASS SPECIFICATION

Class Code: 3027  
Date Est: 11/78  
Last Rev: 8/2006  
Last Title Chg: 7/86  
FLSA: non-exempt

### ENGINEERING INSPECTOR

#### **DEFINITION**

Under general supervision, inspects a variety of public works projects to ensure compliance with approved plans, specifications, and applicable County codes; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of full-time responsible experience in the inspection of public works construction projects; OR four years of full-time experience performing construction work on public works projects; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license.

#### **DISTINGUISHING CHARACTERISTICS**

The Engineering Inspector class is responsible for the inspection of underground and surface construction for the acceptance or rejection of materials and work performed. This class is distinguished from the Utility Inspector classification in that incumbents in the Utility Inspector class have specific responsibility for inspecting utility related construction projects and the mechanical appurtenances associated with those projects.

#### **SUPERVISION EXERCISED**

NA

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Review plans, maps, specifications, and contracts in order to ensure conformity of materials and construction procedures with County standards, codes, and practices including asbestos management.

Attend pre-construction conferences to clarify questions concerning scheduling, methods of construction, equipment to be used, and laboratory testing.

Inspect subdivisions to verify the location of survey stakes for the clearing and removal of materials.

Make inspections for proper subgrade elevations, underground utilities, culverts, bridges, drainage inlets, and final grading.

Conduct tests for density and compaction of base materials.

Check material and equipment for conformity to specifications.

Operate necessary instruments to conduct construction site testing of soil, concrete, and asphalt.

Schedule testing by materials testing firms in accordance with contractors construction schedule and as deemed necessary to validate construction material compliance with plans and specifications.

Inspect laying of asphalt, concrete, and coatings for proper temperature, weather conditions, curing procedures, and workmanship.

Conduct inspections of County buildings' remodeling and new construction projects.

Inspect existing bridges and construction of new bridges.

Notify contractors of non-conformance with codes, plans, or specifications.

Record work progress, estimate value of completed work, and submit required reports.

Respond to public complaints related to construction operations, traffic, drainage, and access.

May set up traffic measuring equipment for traffic studies.

Inspect contractor traffic controls for compliance with applicable safety control standards.

Inspect erosion control features installed by contractor for compliance with storm water discharge permit requirements and Washoe County best management practices.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Washoe County procedures pertaining to the design, remodeling, and repair of new and existing County structures and facilities.

Washoe County construction testing, management, and evaluation procedures.

Washoe County codes, ordinances, and regulations pertaining to construction and construction materials.

Department policies and procedures.

Computer software specific to the department/division.

### **Ability to:**

Manage public works construction inspection projects including recordkeeping, filing of reports, monitoring accounts, and scheduling work.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Construction procedures and equipment.

Safety standards and regulations applicable to trades work and construction procedures.

Methods and techniques used in the construction of buildings and other public works facilities.

Building materials, including costs, uses, and sources of supply.

Purpose and application of codes pertinent to construction work.

### **Ability to:**

Analyze data, evaluating job costs, preparing bid specifications, and tracking expenditures.

Use tools and equipment associated with trades work and construction inspection.

Read and interpret plans, diagrams, and blueprints.

Apply building codes and applicable laws and regulations.

Develop and maintain a variety of complex records and reports.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with department management and elected officials, contractors, and other County staff.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand, climb, stoop, kneel, and walk. Ability to walk on uneven and slippery surfaces. Ability to lift and move objects weighing up to 50 lbs. Ability to use tools used in the construction industry and office equipment including computers, copiers, telephone, and FAX machine. Ability to work under conditions involving exposure to noise and dust. Work is performed both outside and in an office environment.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved WERCCS Job Evaluation Committee

Date March, 2001