



The City Beautiful

City of Coral Gables Job Description

Job Title: Construction Inspector
Department: Public Works
Classification: 1012
Pay grade: 22C
FLSA: Non-Exempt

Prepared Date: 10/2015
Approved By: HR/CM

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Summary

Performs a variety of routine and complex technical work in inspection and enforcement to determine compliance with all applicable ordinances as well as accepted standards relating to right of way construction work throughout the City. Receives assistance from supervisor on new or difficult inspections; however, most field work is done independently and requires knowledge of applicable codes, rules, regulations, and construction methods combined with skill and tact in explaining standards and reasons for compliance to builders, professional engineers, architects and the general public. Work is reviewed through conference, reports, records and adherence to schedules and results. Exercises considerable initiative and independent judgment under the general direction of a supervisor.

Essential Duties and Responsibilities

Conducts inspections of completed and ongoing right-of-way construction work, to include sidewalks and grounds.

Reviews right of way plans, including utilities and waterways.

Inspects the quality of work performed by contractors on public property, waterways and right-of-ways. Ensures work is in compliance with approved plans and specifications, City ordinances and department regulations.

Coordinates activities with other City departments and outside agencies to include Miami-Dade County Public Works, Florida Department of Transportation, and all utility companies.

Reviews and enforces, as per City Code, encroachments into the rights of ways.

Issues code enforcement violations.

Prepares service requests to initiate required City services.

Responds to resident's questions and concerns regarding construction projects.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of procedures, practices, methods, materials and equipment required to perform right of way construction work to include work on, over and around waterways; marinas, seawalls and docks. Must be familiar with; legal and departmental regulations relating to public works construction, basic principles of civil engineering relating to public works construction, City codes and ordinances relating to construction work and code enforcement regulations with Florida Department of Transportation in maintenance of traffic. Must be skilled in construction inspection work and in conducting surveys. Must have the ability to conduct detailed technical inspections of completed construction work, read and interpret blueprints, plans and specifications enforce regulations, communicate professionally with residents, contractors outside agencies, and other City departments. Good verbal and written communication skills are necessary.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 50 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk, bend and work in awkward and uncomfortable positions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to pass a swim test.

Minimum Education and Experience

A high school diploma or equivalent.

Minimum five (5) years' experience as a construction inspector for a governmental agency or an equivalent combination of training and experience in civil engineering, construction management, or public works construction.

Board of Construction Trades Qualification certification is preferred.

Intermediate course in maintenance of traffic or complete class within first 6 months of employment.

Valid Florida Driver's License