

**Open to the Public
As of September 7, 2016**

Construction Inspector – Public Works

Primary Duties:

Under general supervision of the Deputy Director, performs construction management duties, construction inspection and quality assurance on public works, utility and development projects related to general improvements to public right-of-ways. Ensure compliance with City standards, codes, designs and specifications mainly involving asphalt, concrete, utility structures and appurtenances, and all general construction common in a public right-of-way, including but not limited to water, sewer, stormwater, gas, electric, and communications.

Work Schedule:

Monday through Friday; 8:30 am – 5:00 pm

Must be available to handle emergency situations after hours, weekends and holidays.

Education, Training and Experience:

- Graduation from a four (4) year college with a BS in Civil Engineering and one (1) year of experience; or associate degree in Civil Engineering and three (3) years' experience; or a high school diploma and seven (7) years' experience in public works construction, or any other equivalent combination of education and experience.
- Bilingual ability (English/Spanish) is highly desired.
- Trained in minimum OSHA 10 hour construction safety, and fall protection, confined space and permit required confined space entry.
- Minimum of five (5) years of field related experience in building or utility construction work, including three (3) years of experience as an inspector or superintendent of major construction work; or an equivalent combination of education and experience.
- Experience working effectively with the public and previous codes enforcement experience is desirable.
- Knowledgeable in the use of the Penn DOT Engineering and Construction Management System (ECMS).

Licenses and Certificates:

- Must possess a valid Pennsylvania Driver's License.
- Preference given for industry acknowledged certifications.
- Preference given to candidates approved as a Penn DOT Transportation Construction Inspection Supervisor Level 1 (TCIS-1) for Materials, Asphalt, Concrete, Soils and Highway Construction or possess an equivalent certification.
- Preference given for National Institute for Certification in Engineering Technologies (NICET), ACI and/or NECEPT certifications.
- Registered certificate in one or more construction disciplines (electrical, mechanical, plumbing, civil, etc.) with
- Employee will be REQUIRED TO OBTAIN certification, or be actively enrolled in a certification program, in one or more of the following certification programs within 6 months of hire, as determined by the supervisor at the time of hire: NICET, ACI, NECEPT, NSEC, NEC, or Penn DOT TCIS. City of Lancaster will provide training opportunities as necessary for candidate to meet this requirement.

**Hiring Range: \$ 58,459.70- \$ 70,179.72 Depending upon Qualifications
Full-Time; Full benefit package**

The City Job Application and full job description are available at www.cityoflanasterpa.com/joblistings.

Application materials will be accepted until the position is filled.

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: **Public Works Construction Inspector**
Department: **Public Works**
Job Grade: **1016**
Reports To: **Deputy Director of Public Works**

Job Code: **2472**
FLSA: **Non-Exempt**
Effective Date: **9/2016**
Revision Dates: 8/2016

Primary Function

Under general supervision of the Deputy Director, performs construction management duties, construction inspection and quality assurance on public works, utility and development projects related to general improvements to public right-of-ways. Ensure compliance with City standards, codes, designs and specifications mainly involving asphalt, concrete, utility structures and appurtenances, and all general construction common in a public right-of-way, including but not limited to water, sewer, stormwater, gas, electric, and communications.

Principle Duties & Responsibilities

- Performs all duties in a safe manner.
- Supervises public right of way construction project and provides for public safety during the project.
- Assures contractor's work conforms to the project specifications and is accomplished by inspecting the contractor's work on a daily basis.
- Keeps a daily record of instructions and directions given to the contractor.
- Coordinates construction activities with residents, utility companies and other agencies including Penn DOT and City Codes.
- Responds to and resolves public inquiries and complaints related to public works construction projects and development.
- Attends and participates in preconstruction meetings with department staff, engineers, contractors, developers and other organizations.
- Responds to questions from contractors; coordinates work with contractors, City departments and other agencies.
- Performs field inspections to ensure proper installation of electrical wiring/equipment used for lights, heat, and power; enters buildings, manholes, or climbs ladders as needed.
- Enforces applicable electrical codes and regulations such as NEC and NESC; notifies appropriate individuals of problems/violations; issues stop work orders; authorizes power release or orders power disconnection through electrical distribution companies; initiates legal action against code violators/illegal contractors; testifies in court as needed.
- Assists engineering staff with surveying, drafting, specifications and bidding documents and reviews plans prior to final department approval.
- Assists engineering staff with infrastructure inventories and maintenance of records using computerized maintenance management system (CMMS).
- Attends construction meetings.
- Stays current in Codes and Regulations applicable to design and construction, including, International Building Codes, NFPA 99, NFPA 101, TDLR, OSHA, ADA, National Electrical Safety Code, National Electrical Code, National Electrical Safety Code (NESC), NFPA 70E.
- Makes final and sound construction related decisions in the absence of the Deputy Director.
- Conducts construction inspections, reviews contractor pay requests; responsible for the management of ADA ramp, sidewalk, and curb and gutter replacement and trip hazards.
- Acts as Field Supervisor for Engineering Interns; assigns, monitors and coordinates field work.
- Manages and supervises other staff inspectors as well as specialty and/or testing lab inspectors; and use civil engineering surveying equipment to determine building layout, grades, geographical contours, etc.
- Inspects and performs oversight of other agencies, utility companies and contractors working within City boundaries and City right-of-way to ensure public safety and ensure protection of City facilities.
- Reviews and issues permits and inspects road cuts for other agencies and contractors working within City boundaries (whether for water, gas, sewer, communications, etc.).

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- Inspects trench backfill, sub-grade and aggregate base course for grade, compaction, moisture, and preparation for paving.
- Prepares a variety of reports, records, correspondence, permits, and related documents; files and/or submits same to appropriate individuals and/or departments; maintains application forms for the public.
- Answers telephone calls and responds to inquiries/complaints; provides information, investigates complaints, schedules inspections, and/or refers to appropriate personnel.
- Assists in resolving construction issues with contractors, engineers, electricians, inspectors, utility company personnel, law officers, and other agency officials to review work, schedule inspections, discuss problems, coordinate activities, provide technical expertise, and receive advice/direction.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices in and around machinery, construction sites and trenches.
- Knowledge of safe practices in an office environment.
- Knowledge of PUC regulations and FCC regulations.
- Knowledge of occupational hazards and standard safety practices associated with area of work assignment including those associated with working in confined spaces.
- Knowledge of Electrical Safety Procedures, NEC and NESC Codes and standard testing equipment is required.
- Proven ability to maintain high levels of self-discipline, drive, and to work well in a cross functional team environment.
- Knowledge of office procedures, methods, and equipment including computers.
- Knowledge of the principles and practices of civil engineering, particularly as applied to municipal public works and public utilities.
- Knowledge of constructions and maintenance methods, materials and equipment employed in municipal public works and public utilities.
- Knowledge of laws and regulations relating to planning development, contracts, construction and maintenance of municipal public works and public utilities.
- 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.
- Working knowledge of the latest National Electric Code and National Electrical Safety Code, and NFPA, including 70E, as well as testing criteria for all types of electrical systems.
- Working knowledge of mechanical, civil, structural and plumbing is beneficial.
- Skill in writing construction progress and contract compliance reports; reading plans and interpreting construction documents; operating personal computers and digital cameras; and coordinating construction interface activities.
- Ability to read and interpret plans and specifications, and related technical data to use while inspecting contractor's work; ability to establish and maintain effective working relationships with employees, architects, engineers, project managers, and contractors, other departments and the public.
- Ability to troubleshoot during testing and to multi task.
- Ability to direct, supervise and coordinate the activities of an intern.
- Proven ability to communicate effectively and respectfully with individuals from diverse ethnic and economic backgrounds is required.
- Proven ability to deal firmly but tactfully when enforcing applicable codes with property owners and tenants is required.

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- Proven ability to read, write, speak and comprehend English at a high professional level is required.
- Proven ability to be detail-oriented with excellent problem solving skills.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven proficiency in knowledge, understanding and use of the Microsoft suite of tools (Word, Excel, Outlook) is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.

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Environmental Conditions

- Indoor (some with limited environmental control) and office work (20% of the time).
- Outdoor conditions include exposure to inclement weather and extreme temperature while walking and standing to do field inspections (80% of the time).
- Exposure to noise (moderate to loud), dust and pollution.

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- Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.
- Work is performed mostly in field settings.
- Work safely near roadways with heavy traffic.

Safety Equipment Used or Needed

- Personal Protective Equipment such as hardhats, gloves, safety glasses, ear protection, rain gear, steel toed safety shoes, rain boots and respirators.

Comments

- Work is performed under limited supervision of management, but will be reviewed through analysis of reports, observations and by results obtained.
- Must be able to begin work at different locations.
- Must be available to handle emergency situations after hours, weekends and holidays.
- Flexible hours maybe required for construction observations. Work schedule may include early morning, evening or after-hours work. Ability to stay late or come in early as needed. Night and weekend shifts may be required.
- Additional duties may be assigned as required by the Manager due to program changes and unforeseen circumstances.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.