

NATURE OF WORK

This is responsible supervisory and technical work in the construction inspection of all types and phases of city public works and related construction projects.

Work involves responsibility for supervising and participating in the field inspection of City construction projects for conformance to established construction standards, quality of workmanship, proper materials, and contractual specifications and obligations. Work involves important contacts with contractors, utility companies, officials of the County, State and Federal governments, other City departments and the public relative to current construction projects, future construction plans, the resolution of problems and the coordination of related support activities. An employee in this class is responsible for training, safety and scheduling of subordinates. Work is performed with considerable independence, requiring the use of firmness, tact, and impartiality in the enforcement of specifications and is reviewed by an administrative superior through the observation, conversation and analysis of reports.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises, organizes, directs and monitors the work of construction inspectors engaged in the inspection of city construction projects for conformance to engineering specifications, standards and contracts.

Reviews technical data, test reports and submittals and makes recommendations for acceptance of same, performs contract administration work including evaluation of claims, schedule review; participates in problem resolution and assists in obtaining necessary user agency approvals as assigned.

Reviews construction plans for complex City construction projects; prepares as-built plans on working drawings indicating actual work done by contractors; compares and verifies quantity of work shown on as-builts to final pay estimates; requests change orders for any required variance from original specifications.

Reviews and computes monthly pay estimates and recommends contract payments; requests and evaluates test results against City standards; advises designers, architects or contractors of problems on specifications or plans that require resolution prior to construction; requests contractors to rectify substandard work.

Investigates major complaints in connection with construction projects and recommends appropriate follow-up action.

Confers with City and other government agencies, contractors and utility representatives, owners and Engineers regarding project planning and scheduling, inspection problems, violations, changes in construction methods, and interpretation and application of City standards and specifications.

Reviews project specifications prior to bidding process to located problem areas and to resolve and ensure conformance with applicable codes and regulations.

Prepares field reports and maintains daily records.

Participates in the placement, training, safety, appraisal and discipline of subordinates.

Performs related work as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of engineering principles and practices related to construction activities.

Some knowledge of contract administration and construction management, involving planning/scheduling, estimating the costs for construction material, labor and equipment.

Ability to read and interpret complex drawings and specifications applicable to large-scale public works construction projects.

Ability to make complex, technical and difficult inspections and to issue orders firmly, tactfully and impartially.

Ability to understand and follow detailed written and oral instructions.

Ability to establish and maintain effective working relationships with employees, other agencies and the public as necessitated by the work.

Ability to communicate clearly and concisely, orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

High school graduate or GED certificate.

Five years progressive and responsible experience on engineering or public works construction projects, as a contractor, owner's representative, or field engineer.

Graduation from an accredited two year college program in Engineering or Physical Sciences is preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession and maintenance of a valid State of Florida driver's license.

Date Issued: 11/96
City of St. Petersburg