

# CITY OF CHATTANOOGA

## Classification Specification Title: Construction Inspector 1

**Department: Public Works**

**Pay Grade: GS.07**

**Supervision Received From: Manager Site Development**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/1/25;**

**8/27/24; 10/20/23; 1/11/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for inspecting paving and roadway construction materials, right-of-ways, streets, sanitary and storm sewer systems and other related infrastructures to ensure compliance with relevant codes. Works under limited supervision

### SERIES LEVEL:

The Construction Inspector 1 is the first level of a two-level construction inspector series.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Performs on-site inspections of on-going construction sites to ensure activities are being performed according to design standards, specifications, and City ordinances, which includes: verifying proper bedding material type, depth, and width for sanitary and storm sewers; ensuring proper backfill material type depth and compaction; inspecting materials for compliance with established plans and specifications; verifying the quality of work during the installation of materials and products; verifying proper trench construction; verifying proper construction of sub-base, base stone, asphalt binders, and asphalt toppings for road construction; verifying proper land management, including clearing, grubbing, and grading; verifying traffic control systems are in place; ensuring legal and engineering aspects of site work have been met in a timely and appropriate manner; and, performing other related activities.

Measures and calculates material needs for repair and construction of streets and roadways.

Enforces yearly warranties on completed work.

Identifies and reports City infrastructure, roadway, and/or other related construction and repair needs to proper authorities

Performs project coordination activities, including: scheduling; initiating contractor payments; maintaining project records; verifying proper liens and bonds to execute projects in public right-of-ways; and, corresponding with engineers, developers, contractors, and geotechnical engineers.

Records inspection visits and results in applicable databases and logbooks to update job lists and site files.

Designs and reviews Traffic Control Plans; Inspects that Traffic Control is properly placed; Issues, inspects, and closes Work Zone permits.

Coordinates work within the public roadways for state construction, city construction, utilities and general contractors to prevent or minimize conflicts between Work Zones and Special Events within the Right-of-Way. Documents and maps the status of Work Zone closures.

Conducts pre-submittal, pre-construction, plans, and review meetings with engineers, developers, contractors, geotechnical engineers, and utility companies to ensure scope of work is in compliance with standards, specifications, and City ordinances.

Schedules and conducts final inspections and prepares punch lists; performs follow-up inspections to ensure completion and proper construction of all site work and infrastructure prior to final platting.

Enforces applicable codes, laws, rules, regulations, specifications, and standards; initiates corrective actions to correct deviations or violations.

Participates in/on a variety of meetings, task forces, and/or other related groups in order to receive and convey information.

Assist in conducting code enforcement activities, including: permit requirements; initiating stop work orders; preparing written notices of violation; attending City Court as needed.

May be required to use, carry, and answer their cell phone as determined by their job duties and the department head.

May be required to collect money for permits when not paid by companies and/or citizens.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Four (4) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant education include a Vocational/Technical degree, with training emphasis in roadway construction, design and inspection. Examples of relevant experience include construction of roads, bridges and sewer systems or related construction work.

## LICENSING AND CERTIFICATIONS:

Valid Driver's License

Possession of or ability to obtain Traffic Control Design Specialist International Municipal Signal Association Work Zone Safety Certification.

Possession of or ability to obtain Special Police Commission Certification;

Tennessee Department of Transportation Certifications required within six (6) months of hire dependent on the assigned area of work (Hot Mix Asphalt Roadway Certification/Concrete Certified Field Technician/Concrete Plant Quality Control Technician/Soils & Aggregate Certified Testing Technician).

## KNOWLEDGE AND SKILLS:

Knowledge of applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures related to a variety of construction activities; materials, methods, and techniques used in construction activities; basic surveying principles; basic construction principles; recordkeeping principles; Traffic engineering and traffic control principles; composition and properties of construction materials; and, customer service principles.

Skill in interpreting and applying applicable ordinances, codes, regulations, laws, policies, and procedures; conducting inspections of a variety of construction projects to ensure compliance with applicable codes and specifications; using computers and related software applications; preparing reports, notices, and/or field notes; reading and interpreting blueprints and specifications; recognizing faulty construction and equipment or hazardous conditions; conducting investigations and research and making appropriate recommendations based on findings; providing customer service; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

## PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

## WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, extreme temperatures, and intense noises.

## SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.