

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Construction Inspector 2**

**Department: Public Works**

**Pay Grade: GS.08**

**Supervision Received From: City Transportation Engineer**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

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

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

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for assisting in all aspects of the Pavement management program, including project and construction management functions for concrete repair, asphalt patching, asphalt paving/overlay, chip/slurry seal, and crack seal. Serving as a lead and 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. Lead duties include assigning work and providing guidance, and training inspectors. Works under limited supervision.

### **SERIES LEVEL:**

The Construction Inspector 2 is the second level of a three-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.)*

Serves as a lead to lower level construction inspection staff to include assigning and monitoring work, training staff on work methods and procedures, and providing direction.

Performs all aspects of project construction inspection associated with the annual resurfacing contract and pavement preservation plan 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.

Determines scope of work and cost estimates for the annual street infrastructure maintenance contracts. Helps Develop project plans, specifications, bid documents and cost estimates.

Performs all aspects of project construction inspection, pay application preparation or review, track project expenditures, public outreach, coordinate with homeowners, public and private

utilities, school district, and railroads.

Responds to internal and external customer service requests and concerns and provides effective services or solutions for customers/citizens.

Performs daily and weekly site visits with contractors and inspectors.

Develops and maintains monthly spreadsheets to track expenditures of work performed to ensure operations are within budget and to identify opportunities to expand the current scope.

Submits monthly pay requests for contracted services to the Project manager and City Transportation Engineer for approval and payment.

Works collaboratively with all departments and employees on special projects, committees, and citizen inquiries.

Assists in creating and maintaining a five (5) year pavement management plan and developing priorities for program level determination.

Measures and calculates material needs for repair and construction of streets and roadways, and estimates costs associated with repair and construction

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

Performs project coordination activities, including: scheduling; review and initiating contractor payments; track quantities and project expenditures; maintaining project records; verifying proper bonding 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.

Conducts review meetings with engineers, contractors, and utility companies to ensure work coordination and 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.

May participate in conducting code enforcement activities, including: initiating stop work orders; preparing written notices of violation and, performing other related activities.

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

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):

Determines scope of work and cost estimates for the annual street infrastructure maintenance contract. Helps develop project plans, specifications, bid documents and cost estimates.

Develops and maintains monthly spreadsheets to track expenditures of work performed to ensure operations are within budget and to identify opportunities to expand the current scope of work.

#### MINIMUM QUALIFICATIONS:

Vocational/Technical degree with training emphasis in roadway construction, design and inspection; supplemented by seven (7) years of progressively responsible construction inspection experience OR nine (9) years of progressively responsible construction inspection experience.

#### LICENSING AND CERTIFICATIONS:

Valid Driver's License;

Special Police Commission Certification

Tennessee Department of Transportation Certifications Required: (Hot Mix Asphalt Roadway Certification/Concrete Certified Field 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; composition and properties of construction materials; and, customer service principles.

Skill in prioritizing and assigning work; interpreting and applying applicable ordinances, codes, regulations, laws, policies, and procedures; coordinating projects; 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, electrical currents, 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.