

CITY OF CHATTANOOGA
Classification Specification Title: Construction Inspector Team Lead
(Wastewater)

Department: Wastewater

Pay Grade: WWFG.08N

Supervision Received From: Engineering Manager

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/27/07

Revision Dates: 4/1/25;

8/27/24; 10/20/23;9/29/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for reviewing and conducting final approval for sanitary sewer designs for residential and commercial structures and supervising lower level Construction Inspectors. Duties include reviewing plans and proposing revisions and meeting with construction inspectors to assist with problem resolution. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Construction Inspector Team Lead is the third 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.)

May supervise lower level construction inspection staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

May supervise the day-to-day operations of construction inspection activities and operations which includes planning, coordinating, administering and evaluating projects, processes, procedures, systems and standards; ensuring compliance with Federal, State and Local laws, ordinances, codes, rules, regulations, standards, policies and procedures and coordinating work flow and activities.

May provide information and technical assistance concerning code requirements with internal staff, property owners, contractors, engineers, architects, Court officials, the general public and/or other interested parties.

May consult with management, city council, regulatory agencies and other officials as needed to review department activities, provide recommendations, resolve problems and receive advice/direction.

Respond to complaints and questions related to department operations; provides information, researches problems and initiates problem resolution.

Conduct site visits; meets with engineers, architects, surveyors, property owners or other individuals at job sites.

Assist in developing and implementing departmental budget; monitors expenditures.

Prepare or complete various forms, reports, correspondence, lists, work orders, schedules, cost estimates, performance appraisals or other documents.

Receives various forms, reports, correspondence, architectural drawings, drainage calculations, hydrology reports, permit applications, flow charts, regulations, maps, manuals, reference materials or other documentation; reviews, completes, processes, forwards or retains as appropriate. Interprets and enforces adopted construction policies and procedures.

Mediates disagreements between internal staff and architects, engineers, property owners and the public.

May review a variety of site plans and/or other related items to ensure compliance with applicable construction requirements; approves or denies applications and meets with architects, engineers, developers and contractors to discuss review results.

Receive, investigate and research construction compliance, permitting, licensing and/or code violations and complaints; prepares related correspondence regarding violations and monitors situations for appropriate remediation.

May supervise and participate in the preparation and maintenance of inspection results and findings in applicable databases. Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Ability to work flexible hours and weekends, to work in a variety of weather conditions, and to work independently. Incumbents in this position are on-call 24/7.

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:

Associate's Degree in Construction Management or related area and six (6) years of progressively responsible construction inspection experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License. Special Police Commission Certification; Construction Inspection Certification.

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; applicable ordinances, codes, regulations and laws related to construction activities; materials, methods and techniques used in construction activities; basic surveying principles; basic civil engineering principles; record keeping principles; composition and properties of construction materials and customer service principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; supervising the preparation and maintenance of records and information; interpreting and applying applicable ordinances, codes, regulations, laws, policies and procedures; conducting inspections of construction projects to ensure compliance with applicable codes; 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; scheduling and coordinating meetings and inspections; 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.