



**Job Title:** Engineering Inspector  
**Department:** Public Works  
**Direct Supervisor:** Assistant Director of Public Works/Assistant City Engineer

## **General Purpose**

Under general supervision, responsible for applying acquired engineering knowledge involved in the design and construction of Public Works street improvement projects; managing the City's Sanitary Sewer Lateral Repair Program, working with contractors on excavation permits and assisting in other Public Works related duties as assigned.

## **Essential Duties**

### Standard

- Conducts engineering investigations, designs and prepares construction drawings specifications, cost estimates, and schedules for applicable construction projects.
- Reviews and evaluates designs by engineering consultants to ensure compliance with project standards, criteria and contract requirements.
- Performs construction inspection, interprets plans and specifications, and determines contractual compliance with engineering standards and specification; prepares progress payments and change orders; and performs field materials testing.
- Manages Sanitary Sewer Lateral Repair Program including explaining Program's policies to residents, accepting Program applications, assisting consultant in problem investigation, inspecting contractor's work and authorizing consultant's and contractors' payments.
- Assists in performing field surveys, prepares survey party notes and transfers data to drawings and other required records.
- Installs traffic counter equipment in the field, collects and downloads data, analyzes and interprets data, prepares written reports on results.
- Researches, compiles, checks and verifies the accuracy of information required to complete assignments.
- Meets and confers with representatives of utility companies, contractors, public agencies and the general public.
- Assists in plan reviews, updates manual and computerized data and records, makes computations, calculates material and quantity take-offs and prepares as-built drawings.
- Uses computerized software, including AutoCAD, to prepare and/or update plans for Public Works projects from field surveys and engineering notes.
- Prepares written documents for engineering evaluations, departmental procedures and public presentations.
- May be required to participate in snow removal activities as assigned.
- Assists other divisions and departments in providing technical support as required
- Other duties as assigned.

## **Education, Experience & Training for Performing Essential Functions**

Knowledge of principles and practices of civil engineering used in design, construction, and repair of applicable Public Works facilities. Knowledge of surveying principles, practices and electronic surveying equipment. Knowledge of field engineering practices and basic design criteria, standard construction practices, methods, and equipment including understanding and interpreting specifications and construction drawings. Knowledge of computer engineering applications including AutoCAD. Knowledge of relevant state and local laws, ordinances, regulations and codes pertaining to roadway design and construction. Knowledge of methods and techniques of materials testing. Knowledge of safe work practices pertaining to the work. Skill in performing analysis of designs and preparing specifications and plans. Skill in applying practical knowledge to evaluating and solving engineering problems related to the work assigned. Skill in using modern drafting materials, tools and equipment, including blueprint machines, calculators, and computers. Ability to prepare neat and accurate AutoCAD drawings and maps, read and interpret plans and specification, keep clear, accurate and concise records and write technical reports and correspondence.

High school diploma/GED required, Associate's Degree preferred or an equivalent combination of experience and training with a minimum of four years experience in position with customer service contact. Must be highly experienced with Microsoft Office applications and possess excellent organizational and communication skills. Must be in possession of a valid driver license.

## **Work Environment and Physical Demands**

Indoor and outdoor working environments. Subject to hazards from working in an environment of extreme weather conditions and from working around large moving equipment. Exposure to dust and other allergens from rock, dirt, leaves, and grass. Exposure to constant and extreme noise. Ability to climb into and safely operate passenger vehicles and pickup trucks. Must be able to stand, walk, use hands to finger, handle feel or operate objects, tools or controls and reach with hands and arms, stand, stoop kneel, crouch, or crawl, talk and hear and taste and smell. Employee is required to sit and occasionally climb. Occasionally works in the vicinity of construction equipment and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. Ability to stand for long periods of time. Ability to lift minimum of 65 pounds. Ability to push or pull minimum of 150 pounds.

*A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.*