

CITY OF GLENDALE

TITLE:	Engineering Inspector I	CLASS CODE:	757
REPORTS TO:	Construction Engineering Supervisor	GRADE:	19
DEPARTMENT:	Engineering	FLSA:	N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Coordinates, inspects, and monitors trenching and conduit installation performed by utility companies, and other work in public rights of way.

ESSENTIAL FUNCTIONS:

1. Inspects during construction and upon completion a range of projects including installation of conduits, streetlights, trench backfill, permanent pavement replacement and small amounts of concrete replacement for compliance with approved plans, specifications, guidelines, ordinances and standards.
2. Insures contractor's compliance with traffic control requirements according to the Phoenix Traffic and Barricade Manual and general permit conditions.
3. Monitors contractor performance and issues notices and orders to comply, stop work orders and resume work orders as necessary.
4. Measures lineal footage of trench and conduit on plans to be installed and bills utility companies.
5. Insures that acceptance tests are performed on projects and coordinates sampling and testing of materials used and maintains records of test dates and results for acceptance or rejection of work.
6. Investigates and resolves citizen complaints and inquiries.
7. Reviews plans and permit applications to perform work in rights of way.
9. Measures and records completed quantities of accepted pavement cuts including location of pavement cut, type of backfill, size of pavement cut and other information.
10. Coordinates with contractors and acts as liaison between contractors and other City departments.

SECONDARY FUNCTIONS:

11. Performs other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Conduit inspection and testing practices and techniques.

Materials, products and methods used in conduit construction.

The City ordinance governing excavations in existing streets and the Phoenix Traffic and Barricades Manual.

Skill in:

The use of testing equipment and measuring devices.

Ability to:

Read and interpret drawings and specifications.

Establish and maintain effective working relationships with contractors, city departments and the general public.

Maintain accurate logs and records and prepare inspection and activity reports.

WORKING CONDITIONS:

Duties require working around construction equipment and in heavy traffic and varying weather conditions. Occasional work in trenches may be required.

MINIMUM QUALIFICATIONS:

Completion of a standard high school education supplemented by college level course work in engineering, drafting, surveying, math or a related field and one year experience in public works inspections.

Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Possession of a valid Arizona driver's license.