

CITY OF GLENDALE

TITLE:	Engineering Inspector II	CLASS CODE:	759
REPORTS TO:	Construction Engineering Supervisor or Land Development Engineer	GRADE:	24
DEPARTMENT:	Engineering	FLSA:	N
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY:

Inspects public works and private property construction projects for compliance with plans, ordinances and standards.

ESSENTIAL FUNCTIONS:

1. Inspects multiple public works projects during construction and upon completion for compliance with MAG Standard Specifications, AASHTO, ASTM, UBC, OSHA, NPDES, approved plans and City standards.
2. Coordinates, inspects, and monitors utility installations, pipe bedding and back-filling operations, storm drains, sewer lines, and water lines for conformance with standards.
3. Inspects concrete placement, survey staking, and contractor's equipment for compliance with standards.
4. Coordinates, inspects and monitors multiple private development construction projects for conformance with city grading and drainage ordinances.
5. Measures lineal footage on trench and conduit for utility installations and bills utility companies.
6. Investigates and resolves citizen complaints and problems.
7. Reviews and approves elevation certificates for F.E.M.A. National Flood Insurance program.
8. Reviews plans and permit applications to perform work in rights of way and issues permits.
9. Maintains permit and related correspondence files.
10. Inspects subgrades, base course and asphalt paving to assure compliance with standards; checks materials, material temperatures, areas of placement, finished surface and dust control for compliance with standards.
11. Monitors contractor performance; issues notices and orders to comply with contractors and others working in City owned rights-of-way and easements to insure compliance with standards, policies, permit conditions and other requirements.
12. Serves as liaison between the contractor and/or developer and other City departments and staff.
13. Resolves and facilitates resolution of construction related conflicts and plans discrepancies.
14. Maintains logs and diaries documenting the contractors' work and other pertinent data.
15. Coordinates with, and assists utility company engineers and contractors with field problems and possible plan revisions.

16. Reviews cost estimates, progress reports, change orders, time extensions and other documentation from contractors.
17. Requests and coordinates field and laboratory materials testing with technicians.
18. Check as-builds for accuracy.
19. Updates flood zone maps.

SECONDARY FUNCTIONS:

20. Coordinates project activities with other City departments.
21. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Engineering inspection and testing practices and techniques.
Uniform Standard Specifications for Public Works Construction, Uniform Standard Details for Public Works Construction, Design Guidelines for Site Development, City ordinances, A.S.T.M. Standards, Federal and State Occupational Safety and Health Regulations and City of Phoenix Traffic and Barricade Manual Materials, products and methods used in Public Works construction.
City of Glendale grading and drainage ordinances.
F.E.M.A. National Flood Insurance program.

Skill in:

The use and maintenance of testing equipment, survey instruments and measuring devices.

Ability to:

Communicate effectively both orally and in writing; prepare clear and accurate reports.
Read and interpret drawings and specifications and to prepare clear and accurate reports, cost estimates and correspondence.
Establish and maintain effective working relationships with contractors, businesses, consultants, private property owners and City staff.
Concurrently schedule multiple engineering inspections with multiple contractors.

WORKING CONDITIONS:

Duties require working around construction equipment, in traffic, and varying weather conditions.

MINIMUM QUALIFICATIONS:

Completion of a standard high school education supplemented by one year (30 semester hours) of college course work in engineering or engineering inspections or a related field and two years experience in the inspection of public works construction projects.
Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities, is qualifying. NICET level III certification is preferred.

SPECIAL REQUIREMENTS:

Possession of a valid Arizona driver's license.