



Lead Inspector, Construction

Job Code 0052	FLSA Status Non-Exempt	Job Family COMPLIANCE
Career Grouping OPERATIONS & SKILLED TRADE	Job Function DEVELOPMENT & COMPLIANCE	Job Sub Family CONSTRUCTION INSPECTION
Job Level 06		

Job Summary

Work related to the inspection and construction management on engineering, development, street maintenance or signal construction and maintenance projects.

Essential Duties and Responsibilities

- Conducts inspections on construction and repair work to ensure that the work performed is in accordance with approved plans, direction, job specifications and City standards; provides technical support to staff; directs and reviews materials testing.
- Acts as a lead worker; plans, schedules, and assigns projects and tasks; directs construction and repair work; monitors contractor progress.
- Directs safety initiatives; develops standard operating procedures.
- Receives instructions and general direction from Program Manager or Engineer.
- Issues supplies and equipment to crew members; manages parts and material inventory; oversees vehicle maintenance and repair.
- Maintains and prepares reports on work progress, comparative costs, inventory, installation, maintenance and repairs; documents all work performed.
- Investigates, addresses and documents citizen concerns and complaints.
- Keeps abreast of City safety, health, environmental, and policy issues; relays information to City staff and citizens.
- This position may be responsible for the supervision of City employee(s).

This job description is a living document and may not be all-inclusive. Employees are responsible for all other duties as assigned. Employees must be able to perform the essential duties of this job with or without a reasonable accommodation. This position requires regular attendance at the workplace.

Management Responsibilities

No

Required Knowledge Skills and Abilities

City Competencies

- Demonstrated cultural competence to effectively interact, work, and develop meaningful relationships with people of diverse identities, perspectives and cultural backgrounds.
- Strong learning orientation. Leverages all resources and is creative in ways of learning for self to continue adapting to changing issues and trends.
- A desire and ability to understand the diverse needs of internal and external customers, and to create experiences and deliver services that exceed their expectations.
- A desire and ability to utilize digital tools for organizational information, individual, and teamwork.

Required Knowledge Skills and Abilities

- Advanced knowledge of principles and concepts of construction practices and methods.
- Knowledge of compliance requirements related to construction management of City, right-of-way, and private development projects.
- Knowledge of Engineering, drafting, math, surveying, soil mechanics, and construction materials.
- Ability to provide technical assistance and leadership to inspectors and contractors to resolve field construction issues.
- Ability to read and interpret complex drawings, plans, and specifications and effectively communicate technical information.
- Ability to anticipate problems and pursue solutions; use independent judgement to negotiate and problem solve with contractors, developers, property owners, employees and consultants.
- Proficient with Microsoft Outlook, Word and Excel.

Required Education and Experience

Minimum/Preferred	Education Level	Description
Minimum	High School Diploma or GED and or functionally related licenses or certificates	High School diploma or GED
Preferred	Associates / Bachelor's degree or other specialized skill training / certification may be required in some positions	Coursework in Construction Management, Civil Engineering, or related field

Experience Requirements

5 or more years related experience, or equivalent combination of education and experience.

Required Certifications/Licenses/Specialized Training

Must possess a current valid Colorado driver's license.

May require erosion control inspection, post-construction stormwater, and/or International Municipal Signal Association (IMSA) certification.

Physical Demands and Environmental Conditions

Physical Activity (Select All That Apply)

Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Balance. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

Kneeling. Bending legs at knee to come to a rest on knee or knees.

Crouching. Bending the body downward and forward by bending leg and spine.

Crawling. Moving about on hands and knees or hands and feet.

Reaching. Extending hand(s) and arm(s) in any direction.

Standing. Particularly for sustained periods of time.

Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.

Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

Grasping. Applying pressure to an object with the fingers and palm.

Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions

to other workers accurately, loudly, or quickly.

Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

Make Repetitive Motions. Substantial movements (motions) of the wrists, hands, and/or fingers.

Physical Requirements (Select Only One)

Sedentary work; Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light work; Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Medium work; Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy work; Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Very heavy work; Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Visual Acuity Requirements (Select Only One)

The employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The employee is required to have visual acuity to perform an activity such as; operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks or a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.

The employee is required to have visual acuity to operate motor vehicles and/or heavy equipment.

The employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

Environmental Conditions (Select All That Apply)

The employee is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.

The employee is subject to outside environmental conditions. No effective protection from the weather.

The employee is subject to both inside and outside conditions.

The employee is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

The employee is subject to extreme heat. Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

The employee is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

The employee is subject to vibration. Exposure to oscillating movements of the extremities or whole body.

The employee is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

The employee is subject to atmospheric conditions. One or more of the following conditions that effect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

The employee is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.

The employee is required to function in narrow aisles or passageways.

None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Respiratory Protective Equipment

The employee is required to wear respiratory protective equipment.

Safety Sensitive

Safety Sensitive Position: Yes

Background Check Requirements

All jobs required a standard criminal background check.

Financial / Credit Check: No

Motor Vehicle Record: Yes