

Construction Project Inspector II

DEFINITION

This is supervisory inspection work ensuring that contractors adhere to contract specifications set out for designated construction projects.

Work of this class includes supervising and participating in the activities of Construction Project Inspector I's, as well as other subordinates engaged in the investigation and inspection of construction projects, to ensure that all operations conform to the methods and standards set out in the specifications. Work involves considerable contact with contractors, developers and materials testing personnel in determining the quality and quantity of work completed. Responsibilities may include the preparation of daily and weekly reports, training of new employees and recommendations for disciplinary action. Work is checked on a daily basis by a supervisor who views progress reports and problems occurring in the area.

TYPICAL DUTIES*

Assigns, supervises, and participates in the work of Construction Project Inspector I's and subordinates investigating and inspecting construction projects to ensure compliance with the contract specifications.

Inspection of all phases of residential development construction, such as subgrade for curb and gutters, walks, roadways and lanes to ensure line and grade are as specified.

Ensure that backfills are compacted to specifications before gravelling, soil cementing, etc.

Check asphalt for temperature, line and grade, smoothness, etc.

Prepare and record all measurements and calculations for the project, and submit reports.

Responsible for the accuracy of the reports and records submitted by the Construction Project Inspector I's.

Ensure that the proper laboratory tests are performed, such as density tests, mix design and compression strengths, etc., and evaluate and document results.

Investigate the more difficult, complex or sensitive problems occurring of a project site.

Document all decisions concerning discrepancies between the specifications and the actual work completed. Major complications are referred to a supervisor for a decision.

Inspects curb crossing sites.

Inspects all phases of sewer and drainage construction.

Investigates public complaints concerning damaged sidewalks, road base, curbs and curb crossings.

Responds to public inquiries regarding the quality, quantity or scheduling of work.

Consults with Survey, Testing and Design personnel to share information regarding changes to plans or testing requirements.

Consults with Utility company personnel to assist with the coordination of schedules.

Ensures painting and marking of roadways and permanent pavement markings are specified.

Trains and assists new personnel when required.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of investigation techniques and practices.
- Considerable knowledge of construction industry and related trades.
- Considerable knowledge of the methods and standards set out in the contract specifications.
- Ability to accurately complete required documentation.
- Ability to understand and execute oral and written instructions.
- Ability to assign and supervise the work of subordinates.
- Ability to express decisions effectively orally and in writing.
- Ability to establish and maintain effective working relations as necessitated by work assignments.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a 2 year diploma in an appropriate engineering Technologist program.

A minimum of five (5) years experience in roadway construction or maintenance, construction inspections, contract administration, material testing, and/or survey work is required, along with a minimum of 1 year demonstrated supervisory experience.

Completion of Foremanship training Level I.

Possession of a Class 5 Alberta Vehicle Operator's License and the ability to qualify for a City driving permit.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	2111			
Last Update:	2008/01			
Previous Updates:	2002/01			
	1990/08			
Originated:	1978/10			