

CITY OF BARBERTON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Construction Inspector

Name of Incumbent:

Civil Service Status: Classified
Employment Status: Part-time
FLSA Status: Non-Exempt

Department: Service Department
Reports to: Director of Public Service
Pay Grade: N/A

JOB SUMMARY:

Evaluate, inspect, and provide oversight with construction plans and project specifications and ensure feasibility of plans with construction process and ensure all activities remain in compliance with quality assurance procedures, state and local zoning and construction laws, and prepare and monitor an effective schedule for all project progress.

QUALIFICATIONS:

Five years of prior managerial experience working with construction projects. Associate or Bachelor's degree in Planning, Construction Management, or other related discipline is preferred. Will accept equivalent experience, training and certifications in construction management, construction inspections and, acting in the capacity of a street or utilities manager within the State of Ohio or local government therein; must possess exceptional skill in Microsoft Office software; Word, Excel, Outlook and Calendar.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Driver's License and an ability to meet and maintain requirements of the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: Construction and Project Management, urban planning, city planning, zoning and construction use principles and practices.

Skill in: Managing several projects simultaneously, critical and analytical thinking processes; GIS Mapping; exceptional skill using Microsoft Office software programs; Word, Excel, Outlook and Calendar.

Ability to: Collect, analyze, and interpret data and regulations; prepare cost estimates, inspect all construction projects and associated activities and ensure compliance to all specifications; analyze and interpret blue prints as per contracts and monitor deviations; prepare mathematical formulas and analytics relative to construction projects.

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ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict the types of tasks performed by this classification)

1. Conducts research, analyze data, evaluate plans and project specifications and ensure feasibility of all plans with the construction process, prepare and maintain a log of daily progress on each project; maintain knowledge on all project requirements and provide information to contractors and vendors on permit requirements, as necessary.
2. Ensure compliance in all federal, state and local regulations in construction activities and ensure procedures and specifications are met per contract; ensure safety in construction operations is according to required building codes.
3. Attends or conducts meetings and hearings and interacts with contractors, vendors, and site managers, Building Commissioner, Planning Director, Public Safety Director, Police Chief and Fire Chief, as appropriate or as instructed by the Public Service Director.
4. Provides in the field oversight and inspection of projects, meeting with city staff to review project progression, and ensures compliance with all applicable laws, rules, and scope of the project.
5. Attends professional conferences, seminars, and other related programs and reviews professional publications in order to keep abreast of developments in the field.
6. Performs other related or unrelated duties as assigned.

PHYSICAL/MENTAL ABILITIES:

1. Ability to regularly lift heavy materials and equipment up to forty (40) pounds; squat, bend, and stand for hours at a time; sit or stand at a desk conducting administrative duties for hours at a time.
2. Maintain mental alertness at all times while on construction sites; ability to maintain composure in stressful environments.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Name (Print)

Employee Signature

Date

Service Director Name (Print)

Service Director (Signature)

Date