



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Construction Inspector **NEW:** **REVISED:**
(Please check one)

REPORTS TO: Chief Public Works Inspector **FLSA:** Non-Exempt **DATE:** 03/2021

DEPARTMENT: Resource Management **JOB CODE:** 303

SUMMARY:

Under general supervision, performs a variety of construction inspection duties and prepares associated documentation for engineering projects.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

On-site inspections of driveway, roadway, utility projects, which include excavation & embankment, ditch grading, rock placement, asphalt, concrete and chip & seal placement, utility relocations and final grading & seeding.

Maintains inspection records for each project assigned, reviews submittals for compliance, conducts final inspections and certifies that all work has been constructed according to the plans & specifications and recommends acceptance of completed projects.

Coordinates with Boone County Design & Construction Engineers and staff as needed in order to inspect, evaluate and document finding as it pertains to County owned assets. These assets include roadway surfaces, bridges, culverts and drainage systems.

KNOWLEDGE AND SKILL:

1. Must possess a advanced ability to interpret construction plans and specifications for both private developments and publicly funded civil construction projects.
2. Must possess basic knowledge of methods, processes, practices and equipment necessary during all types of civil construction.
3. Must possess a basic knowledge of construction materials and testing required during civil construction projects.
4. Must possess basic knowledge of the necessary documentation required during both privately and publicly funded civil construction projects.
5. Must possess an advanced ability to communicate professionally in both written and oral form when presenting the County with both contractors and private citizens.

6. Must possess a basic knowledge of public road right of way and acceptable uses thereof.
7. Must possess a basic knowledge of public stormwater/drainage fundamentals and requirements.
8. Must possess a basic knowledge of necessary measuring tools and instruments in order to verify private and public projects are constructed as per the plans and specifications.
9. Must possess a basic ability to calculate and estimate needed civil construction work and materials.

PHYSICAL DEMANDS:

The majority of work is performed outside and in a general office setting. Position-holder must possess vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Must have clarity of vision at 20 feet or more, 20 inches or less, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. May be required to work in hazardous traffic conditions or high/dangerous places.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT grasping to manipulate objects; side-to-side turning of neck; walking, standing, bending, stooping, kneeling, and reaching; heavy lifting of up to 75 lbs. when moving objects or equipment and transporting distances up to 50 yards; pushing/pulling, twisting at waist, and moderate wrist torque to twist equipment knobs and dials; driving. OCCASIONAL reaching above and at shoulder height.

WORK ENVIRONMENT:

This job operates in a variety of settings that include: construction sites, outside locations, and a professional office. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, filing cabinets, and fax machines. May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, airborne particles/fumes, moving mechanical parts, very loud noise levels, or potentially hazardous materials. May be required to drive a County-owned vehicle to off-site locations and drive in inclement weather. This position is routinely in contact with the public and members of other entities. May be required to work additional hours outside of a normal business day.

MINIMUM QUALIFICATIONS:

An Associate's degree in Construction, Engineering or Surveying or a related field and three years of experience in construction, engineering, or surveying; or an equivalent combination of education and experience. A valid Missouri Driver's License with an insurable driving record.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.