



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Construction Inspector</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>Chief Public Works Inspector</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Resource Management</u>	JOB CODE: 303	

DEFINITIONS:

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.

Provides construction staking for maintenance projects in relation to pipe placements, length, width, depth of proposed improvements in order to ensure compliance with the specifications.

Responds at all hours during the snow season for snow inspection of contract snow removal operations.

KNOWLEDGE AND SKILL:

- Able to interpret construction plans and specifications, deed, plats and other related documentation.
- Able to use a survey level for grade checking.
- Able to communicate orally and in written form
- Able to use Microsoft Word and Excel computer programs.

MINIMUM QUALIFICATIONS:

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

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)