

**City of Chattanooga, TN**  
**Personnel Class Specification**

*Class code 0521*

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: CONSTRUCTION INSPECTOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to conduct inspections of construction projects involving city rights-of-way, streets, subdivisions, sanitary sewers, and storm water systems.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Conducts inspections of construction projects involving city rights-of-way, streets, subdivisions, sanitary sewers, and storm water systems to ensure they are built according to construction plans and in compliance with codes.

Enforces all applicable codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Insures that technicians and contractors establish as-built drawings.

Inspects materials used on construction projects to ensure compliance with established specifications; inspects, measures, and records quantity and quality of materials used on projects; insures sub-grade material meets CBR testing.

Inspects construction of new road beds and slopes, driveways, storm water systems, sanitary sewers, headwalls, retaining walls, bridges, box culverts, and water runoff retention ponds.

Determines need for under-cut for proposed road beds.

Inspects installation of underground utilities, curbs, gutters, guard rails, fencing, base stone asphalt binder and asphalt topping.

Inspects erosion control systems.

Inspects proposed subdivision sites to ensure all storm water management systems are in place.

Observes testing of sewer lines and manholes.

Observes utility relocations and construction.

Inspects demolition of existing roadways and old storm sewer systems; inspects clearing of construction sites.

Insures traffic control systems are in place.

Inspects placement of top soil, seed, and mulch.

Insures completion of all testing procedures and requirements by city engineer.

Conducts follow-up inspections of work sites.

Coordinates final inspections with city representatives and contractor representatives.

Approves or rejects workmanship or construction materials as appropriate.

Issues court citations to violators of city ordinances; presents court cases to city judge for action.

Attends various meetings as needed; attends pre-construction meetings, pre-bid meetings, and on-site meetings with contractors, utility companies, and design engineers; meets with property owners of adjacent properties; meets with development managers to review subdivision plans.

Confirms "letters of completion" are received from utility companies on job sites.

Approves or denies street-cut permit applications; maintains current street-cut permit card file.

Researches city records as needed for data to assist in inspections.

Prepares or completes various forms, reports, correspondence, logs, pay estimates, or other documents.

Receives various forms, reports, correspondence, permit applications, architectural plans, installation plans, specifications, laboratory reports, subdivision regulations, codes, ordinances, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a variety of equipment, tools and instruments associated with inspection activities, which may include a utility vehicle, camera, mobile telephone, radio communications equipment, measuring wheel, heat probe, and calculator.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates with supervisor, city council members, employees, other departments, utility companies, contractors, design engineers, subdivision developers, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Operates and maintains a motor vehicle used to conduct work activities.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Vocational/Technical degree with training emphasis in roadway construction, design and inspection; supplemented by six (6) to nine (9) years previous experience and/or training that includes construction of roads, bridges, and sewer systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a Special Police Commission to issue citations. Must possess and maintain a valid Tennessee Driver's License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability

to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning**: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, toxic agents, or violence.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.