



City of Phoenix

CHIEF CONSTRUCTION INSPECTOR

JOB CODE 19020

Effective Date: 12/93

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform highly specialized and complex paraprofessional public works construction inspection work for the Aviation, Engineering and Architectural Services, or Street Transportation Department. Supervision is exercised over Construction Inspectors and Senior Construction Inspectors. This class is distinguished from Senior Construction Inspector by technical knowledge needed for more difficult and complex projects and supervisory authority. Work is performed under the general direction of a Construction Inspection Supervisor, Engineering Supervisor, or other supervisor and performance is evaluated based upon results achieved.

ESSENTIAL FUNCTIONS:

- Performs inspections of construction projects, streets, bridges, alleys, storm drains, water and sewer mains, irrigation, and other public works projects;
- Inspects materials, grades, and other work for compliance with standard and special specifications, details, plans, and standard construction practices;
- Observes work in progress to ensure that procedures are followed and materials used conform to specifications;
- Completes daily and monthly progress reports and monthly and final pay estimates;
- Computes monthly estimates of work completed and recommends payment for contractors;
- Ensures that proper safety and traffic control procedures are followed;
- Takes samples for various materials tests and calls for testing as required;
- Reviews progress of projects being inspected for the City by others and assists them in coordinating work;
- Supervises and trains Construction Inspectors and Senior Construction Inspectors;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:



City of Phoenix

Knowledge of:

- Construction practices and techniques.
- Methods and materials used for public works construction projects.
- Engineering terminology.
- Symbols and terminology used in engineering drawings.
- Field surveying methods and techniques.
- Principles and practices of personnel management and supervision.

Ability to:

- Read construction plans and specifications.
- Interpret engineering drawings and specifications for construction control purposes.
- Communicate orally in the English language with customers, clients, and the public using a telephone and in group and face-to-face, one-to-one settings.
- Perform a broad range of supervisory responsibilities over others.
- Make decisions in accordance with construction plans and specifications and City policy and procedures.
- Observe or monitor work/procedures to determine compliance with prescribed specifications or safety standards.
- Comprehend and make inferences from material written in the English language.
- Use graphic instructions such as blueprints, layouts or other visual aids.
- Produce documents written in the English language using proper sentence construction, punctuation, grammar, and spelling.
- Work cooperatively with others.
- Review or check the work products of others to ensure conformance to standards.
- Perform basic mathematical calculations such as addition, subtraction, multiplication, and division.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work assignment, location, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.



City of Phoenix

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience in field engineering work, including one year of technical and skilled public works construction inspection experience (or one year at the level of Senior Construction Inspector). Other combinations of experience and education that meet the minimum requirements may be substituted.