

# *West Point City*

## *Job Description*



**TITLE:** Public Works Inspector I  
**DEPARTMENT:** Public Works  
**FLSA:** Non-Exempt/Full-Time

**Effective Date:** 09/24/2020  
**Last Revised:** 09/24/2020

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### **GENERAL PURPOSE**

Performs a variety of full performance, para-professional and technical duties related to developing, implementing and conducting civil engineering program for public works projects and service systems.

### **SUPERVISION RECEIVED**

Works under the general direction and supervision of the Public Works Director.

### **ESSENTIAL FUNCTIONS**

- Attends pre-construction conferences as needed to coordinate involvement of local contractors, special districts, the city departments and local utilities as needed to produce the most comprehensive view of planned public works development.
- Conducts routine and complex inspections of a variety of public works projects related to general improvements to public right-of-way's such as earth work, surfacing, and surface restoration, water and sewer lines and hookups, manholes, storm drain structures, curb, gutter, sidewalks, driveways, parking lots, water ways, etc.; conducts inspections for erosion and sediment control compliance on assigned projects; approves continuance of work progress or issues "stop work" notices based upon compliance to standards and project specifications.
- Monitors work performed in public right-of-way's by private contractors and utility companies to assure pedestrian and vehicle safety; ensures quality standards are achieved.
- Assures the proper testing of locally manufactured materials; assures compliance with established specifications; monitors uniform testing procedures in basic materials such as earth work, aggregate production, asphalt, and concrete; initiates change in procedures as needed.
- Performs drafting on contract plans as necessary to complete project records; reads and interprets plans; determines plan conformity to established standards; annotates plans.
- Compiles statistical information; checks computations, structure lay-outs, and grades, disseminates and prepares incoming and outgoing correspondence; assures consistency between specifications and actual construction.
- Discusses construction problems with contractor or personnel; evaluates scope of problem and determines alternative course(s) of action; exercises professional judgment where errors could produce costly consequences.
- Must work on-call in rotation with other department employees.
- Required to plow snow and be available at any time to respond to a call out for snow removal, including weekends and holidays.
- Required to respond and evaluate emergency situations and help determine correct course of action.
- Responsible to perform special projects as assigned.
- Must possess a valid driver's license and have an acceptable driving record.
- Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

A. Graduation from high school or GED *AND* four (4) years of responsible experience in construction, inspection, compliance testing, survey, or similar experience related to above duties.

**OR**

B. An equivalent combination of education and experience.

### **2. Knowledge, Skills, and Abilities**

**Working knowledge** of civil engineering testing methods, principles and practices and procedures; sampling and testing applications and procedures; construction methods and materials common to public works projects; engineering standards and codes; technical and practical design of public works systems; interpersonal communication skills; the use of a variety of technical engineering equipment and drafting tools; political, legal and governmental processes affecting various engineering programs and project management..

**Skill and Ability** to communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public; and demonstrate diplomacy and cooperative problem solving.

### **3. Special Qualifications**

A. Ability to add, subtracts, divide and multiply basic formulas and quantities;

B. Skilled in the use of a computer and its various programs.

C. Ability to communicate in writing and verbally.

D. Preferred:

i. AICP credentialed planner.

ii. Knowledge of drafting and blueprint reading.

iii. GIS and computer mapping experience.

iv. Economic development experience.

E. Commercial Driver's License (CDL), Class B or be able to obtain within six months.

F. Must be able to obtain the following certifications within one year:

i. Utah Registered Storm Water Inspector (RSI)

ii. Utah Water Operator II

iii. Utah Wastewater Operator II

## **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Incumbent of the position is expected to work outside and inside exposed to temperature changes and extremes of heat and cold, and be subjected to high levels of noise, vibration, fumes, odors, dust and smoke. Frequent physical activity related to walking, standing, stooping, sitting, reaching, and moderate lifting. Talking, hearing and seeing essential to job performance or a reasonable accommodation for the same. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Some stress associated with decision-making and exercising professional judgement. Frequent regional and regular local travel required in the normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

**Pre-employment drug screen is required. Physical may be required.  
The City of West Point is an Equal Opportunity Employer and ADA compliant.**