



## Title: Lead Public Works Inspector

FLSA Status: (Non-Exempt)

### BRIEF DESCRIPTION:

The purpose of this position is to provide technical advice and act as a lead to Public Works Inspectors. This is accomplished by performing a wide variety of advanced and specialized duties, providing technical guidance, assist the supervisor in assigning and monitoring work, and assisting staff with complicated and difficult assignments. Other duties may include completing related tasks as assigned.

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Provides technical advice to Public Works Inspectors, including handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input on employee's performance. May provide input to the supervisor on hiring, formal written performance evaluation, reclassification, promotions, and merit increases.
2	L	Oversees the inspection of contract work, coordinates work with contractors, and the public or other City departments during the construction phase of the projects. May oversee preventative maintenance schedules in area of assignment.
3	M	Reviews plans and specifications of assigned construction projects. Attends preconstruction conferences and meetings.
4	M	Reviews and approves traffic control plans; insures compliance with regulations. Inspects temporary traffic control, road closures and restrictions, makes adjustments as required. Verifies permits, licenses and insurance certificates.
5	M	Performs testing of asphalt, concrete and mix designs.
6	M	Performs inspections on a variety of projects during and upon completion; interprets, applies and enforces conformance to specifications and standards. Conducts final inspection.
7	L	Monitors contractor performance; issues notices and orders to comply with contractors and others working in City owned rights-of-way and easements to insurance compliance with standards, policies, permit conditions and other requirements. Reviews cost estimates, progress reports, change orders, time extensions and other documentation from contractors.



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8	L	Maintains logs and records documenting contractors work and other pertinent data. Performs various administrative tasks related to inspections as required.
9	L	Serves as liaison between the contractor and/or developer and other City departments and staff. Coordinates with, and assists contractors with field problems and possible plan revisions.
10	L	Assists in conducting research, analyzing data and evaluating treatment cycles; estimates project costs, interprets maps, project plans, and blue prints to locate and inventory additions to the City's street network. Performs mathematical calculations to evaluate quantities for project material usage; inventories all City concrete, sidewalks, curbs and gutters.



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements	
Experience	2-4 years experience. Considerable previous experience required in the same or similar previous positions. The job requires a sound knowledge of common and uncommon techniques, concepts, methods, practices, use of forms, routines, etc., of complex nature.
Education	High school plus additional course work (equivalent to up to 1 year at a Community College or equivalent resulting in accumulation of similar knowledge and abilities).
Technical Skill	Advanced technical skills. Work requires advanced skills, specialized knowledge, and extensive expertise in approaches and systems.
Physical Demands	Work requires heavy physical exertion and effort. Forces exerted are equivalent to lifting between 25 and 50 pounds. The need for physical stamina and endurance is great. The degree of physical strain produced on the job is high. It results in fatigue, and requires periods of rest. Job requirements for manual dexterity and physical manipulation are high. Work could involve the coordination of body movements involving various body postures.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of providing guidance, instruction or technical advice or for the purpose of explaining business matters by interpreting organizational policy. Improper handling would cause problems in relationships. Work involves occasional contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an occasional requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	The job requires some accountability for scheduling, assigning or coordinating work. Employees check the quality of work and provide guidance to others. Although the job does not require formal or official supervisory responsibility the incumbent serves as a lead or acts in a lead role. In addition, the employee may be expected to provide information or suggestions on others' performance.
Accountability	Decision/action situations have a significant impact on the organization. Errors are difficult to detect and result in immediate impact on resources and continuing influence on operational effectiveness. Revenue, productivity, service, quality, security of assets or external relationships may be adversely affected. Corrections may be more costly than original action.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsible for personal performance as a source of serious safety risk. Work involves the use of hazardous tools, equipment and/or materials OR ensuring organizational compliance with rules, procedures and legislation for safe operation of facility, safety and development of safe work procedures.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Arizona Class "D" Drivers License upon hire. Flagger certification required.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “M”-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, communicating with co-workers
Fine Dexterity	O	Computer keyboard, telephone keypad, calculator
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files
Carrying	O	Supplies, files
Sitting	O	Desk work, meetings, driving
Reaching	O	For supplies, for files
Handling	O	Paperwork
Pushing/Pulling	R	File drawers, tables and chairs
Climbing	F	Stairs, step stools
Vision	C	Reading, computer screen, driving
Foot Controls	F	Driving
Balancing	F	On step stools
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Hearing	C	Communicating via telephone/radio, to co-workers/public
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Twisting	F	From computer to telephone
Talking	C	Communicating via telephone/radio, to co-workers/public
Other (specified if applicable)		



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Standard office equipment, reference materials, thermometer, shovel, ladders, chemical test kit, smart level and supplies. Laptop computer, Microsoft Office, video equipment, camera.

**ENVIRONMENTAL FACTORS:**

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards					F		Extreme temperature			S
Chemical Hazards					F		Wetness and/or humidity			S
Electrical Hazards					F		Respiratory hazards			D
Fire Hazards					F		Noise and vibration			D
Explosives					O		Physical hazards			D
Communicable Diseases					R					
Physical Danger or Abuse					F					
Other:										

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety glasses, hard hat, Type III safety vest, eye and hearing protection, steel toe safety footwear, gloves.

**NON-PHYSICAL DEMANDS:**

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			F
Emergency Situation			O
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			O
Noisy/Distracting Environment			F
Other			

**PRIMARY WORK LOCATION:**

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other	
Recreation/Neighborhood Center			