



Title: Engineering Inspection Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Deputy Engineering Director
Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Valid Arizona Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to plan, schedule, review, supervise and coordinate construction inspection activities. Under general supervision, performs a full range of technical inspection work involving development driven projects, capital improvement projects, non-City public utility driven projects to ensure compliance with plans, codes, specifications, and contract provisions; ensures compliance with City's standards and specifications; and performs related work as required.

Plans, schedules, assigns and reviews the work of construction inspection staff and evaluates reviews construction inspection staff. Provides technical assistance to the Deputy Engineering Director. Conducts plan reviews as required. Interprets MAG and City construction specifications and details, coordinates construction projects, and assists in preparing the budget for the Inspection Division. Supervises and assigns



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projects and tasks to inspection staff; performs constructability reviews of plans; reviews shop drawings; responds to resident questions or complaints about projects; deals with conflicts between contractors, developers, and inspection staff; approves traffic control plans; conducts training sessions in-house or outside City to keep inspection staff current on new construction methods and materials and allows staff to upgrade or retain NICET certifications; assists the Deputy Engineering Director in preparing inspection policies; interprets MAG, ASTM, AASHTO and City construction specifications and details.

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.

#	Essential Functions
1	Supervises staff by interviewing and hiring, coordinating training, conducting performance reviews, establishing achievable goals and monitoring employee's progress, and maintaining personnel records. Ensures policy and procedure compliance, recommending changes and adjustments.
2	Assigns work areas to construction inspectors. Routinely monitors inspector workloads to adjust inspector assignments as needed to ensure city-wide inspection coverage. Ensures that inspections are performed in accordance with approved plans and city requirements. Ensures that effective coordination is performed by the inspectors between private and city construction projects. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
3	Conducts constructability reviews of plans and specifications; attends plan design meetings; points out problems or issues with plans or specifications that could result in delays or costs.



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4	Trains inspectors; reviews and assesses needs; schedules on-the-job activities and training workshops; evaluates progress; decides which training is needed, depending upon each inspector's strengths and limitations.
5	Resolves issues; meets with developers, contractors, and engineers; reviews problems; assesses possible solutions; monitors and reviews final product; acknowledges multiple solutions to each problem and finding common ground acceptable to all while meeting specifications.
6	Prepares periodic inspection reports by obtaining, compiling, and documenting statistical information from inspectors. Prepares notifications of acceptance of construction. Ensures that construction warranty periods are monitored and that follow-up warranty inspections and repairs are completed in a thorough and timely manner.
7	Assists the Deputy Engineering Director Assistant City Engineer in preparing inspection policies by analyzing current procedures, receiving input from inspectors and other personnel, making recommendations, and monitoring and enforcing newly established procedures.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<p align="center">Physical strength for this position is indicated below with “X”</p> <p align="center">The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>					
Sedentary	Light	X	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.	X	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.

<p align="center">Work Environment for this position is indicated below with “X”</p> <p align="center">The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>				
Office	Outdoors	X	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	X	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle, smart level, measuring tape, harness, engineering ruler, pipe diameter tape.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety footwear, protective eyewear, hard hat.