



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: CONSTRUCTION INSPECTOR**

**BARGAINING UNIT:** [CIV BARGAINING](#)

**CODE NUMBER:** 5770

**PAY RANGE CODE:** [04125](#)

**REVISION DATE:** 8/31/17

## **NATURE OF WORK:**

This is work in one or both areas: (a) inspection work of Public Works, Public Facilities, or private construction company projects involving preliminary investigations, layout, and inspection of new construction, renovation, or repair of such items as streets, sidewalks, sewers, bridges, buildings, or overpasses in the City of Omaha, to ensure conformance with plans, specifications, and established City standards; or (b) technical work in the operation of survey instruments, the preparation and maintenance of records, and the performance of drafting duties. If in an inspection capacity, an employee in this classification ordinarily works alone and will defer decisions to the project manager as needed. If involved in surveying, the incumbent works as a member of a crew and defers decisions to the crew leader. In either capacity, recommendations are made to one's superior who makes decisions concerning the course of action.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Prepares layout and inspects new construction, renovation, and repair work for site location, construction, quality, materials, and workmanship, as well as compliance with ordinances and City standards.

Notifies contractors of plan specifications when not followed and notifies a superior when changes to project plans are needed.

Attends weekly meetings wherein plans and specifications are reviewed with contractors, engineers, architects, and superiors for compliance with codes and City standards.

Recommends changes at worksites to bring planned structures or property developments into compliance with project plans.

Performs surveys and maintains field notes and sketches of location and topographic, cross section, and other engineering data.

Inspects sewers and sewer laterals, determines sewer locations and pipe size, and monitors flow using smoke and dye testing procedures.

Inspects pavement grinding and determines grinding limits.

Inspects barricade placements, reviews traffic flow patterns, and resolves traffic problems and resident concerns.

Assists with the inspection of bridges and overpasses; drafts, plots, and maintains data on bridges and overpasses.

Maintains records of material usage, work progress procedures, and working conditions; prepares pay estimates to enable supervisors to verify quantities and prepare payments to contractors.

Acts as liaison for the City with contractors, engineers, architects, utility company employees, and members of the public.

Provides interested parties with such information as sewer, utilities, and property locations.

Determines locations and elevations of construction sites by setting grade hubs to mark positions and by locating bench marks, property lines, lot pins, and permanent reference markers.

Makes sketches as guides for drafting technicians and engineering designers.

Records survey field notes, using calculators to make mathematical computations.

Checks profiles for proper grade to ensure that plans are implemented as drawn.

Reads and interprets construction plans, blueprints, maps, legal descriptions, and drawings.

Maintains field books, quarter section maps, and logs of time spent on projects.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of street, sewer, sidewalk, bridge, building, and overpass construction materials, and techniques.

Knowledge of land survey equipment, principles, and techniques.

Knowledge of the use of transits, levels, and other engineering survey and drafting equipment.

Ability to plot profiles and cross sections and to prepare routine plans.

Ability to perform precise survey work, perform engineering computations, reduce field notes, and collate and record test data in a systematic manner.

Ability to perform mathematical computations to include addition, subtraction, multiplication, division, algebra, trigonometry, and geometry.

Ability to read and interpret construction plans, specifications, easements, and legal descriptions.

Ability to make engineering computations, maintain accurate records of work performed, and collate and record test data in a systematic manner.

Ability to understand oral or written instructions.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees, contractors, and members of the general public.

Ability to stand and walk from 76 to 100% of the time; to bend and stoop from 51 to 75% of the time; to lift or squat from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, lift, type, and sit up to 25% of the time.

Ability to move objects weighing up to fifty (50) pounds up to 33% of the time; objects weighing up to twenty (20) pounds from 34 to 66% of the time; and objects weighing up to ten (10) pounds from 67 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Associate's degree in engineering or construction

OR

Three (3) years of experience in land survey work or construction inspection.

### **SPECIAL QUALIFICATIONS**

Must possess a valid motor vehicle operator's license.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily outdoors in all weather conditions, at construction sites involving noise, the presence of machinery, electrical currents, fumes, odors, mists, gases, and dust.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Transit	Distance Measure	Metal Detector
Level	Programmable Calculator	Concrete Tester
Automobile/Survey Van	Total Station	Heat Testing Device
Computerized data collector	Tripod	Plumb bob
Theodolite	Two-way radio	Tape Measure
Copier	Computer	Tablet/Smartphone
Printer	GPS Survey Equipment	
Electronic Distance Measuring Equipment		

Previous Revision Date(s): 7/13/93  
5/28/98  
8/31/06  
1/30/07  
8/30/12