

**CITY OF START
JOB DESCRIPTION**

Title: PUBLIC WORKS INSPECTOR

Department: Public Works Water & Sewer General Government

Job Code: 3070

Grade: H16

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Public Works Director, incumbent inspects new and existing Public Works facilities and mechanisms to enforce conformance to City codes and approved plans, specifications, safety regulations and operating standards. Examines plans submitted to determine conformity with regulations. Work is reviewed through observation and written reports for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Inspects new and existing public works structures and infrastructures to ensure that components such as pipes, valves, pumping stations, wet-wells, manholes, drains, etc. meet provisions of City codes and safety laws and approved plans, specifications and standards for the promotion of consumer, public, and operator safety and welfare.
2. Reviews plans, drawings and specifications for code compliance.
3. Inspects construction in progress and communicates requirements and codes to contractors.
4. Studies codes, technical journals and safety laws in order to keep abreast of any changes in regulations. Recommends compliance procedures to supervisors, engineers, contractors and workers.
5. Maintains files of inspection records and prepares reports for use by administrative or judicial authorities.
6. Interacts and communicates with various groups and individuals involved in the operations of the department including code enforcement officers, utilities supervisors, City directors and employees, engineers, contractors, and the public.

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7. Negotiates services and fees with engineers, consultants, and vendors.
8. Receives, reviews, prepares and/or submits a variety of documents including blueprints, schematics, charts, graphs, technical reports, work orders, meter readings, correspondence, etc.
9. Utilizes an assortment of machinery and equipment in the performance of daily tasks including, but not limited to vehicles, camcorders, cameras, computers, electronic locators, diagnostic tools, two-way radios, telephone, etc.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED supplemented by technical school training in engineering, drafting, blueprint reading or related field plus minimum three (3) years of experience in public works operations or inspections; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Must possess a valid Florida driver license.

B. Knowledge, Abilities and Skills:

Thorough knowledge of the state and city codes, laws, standards and ordinances pertaining to the specific duties and responsibilities of the position.

Working knowledge of the standard tools, machinery and practices of water and wastewater utility operations and mechanical and public works construction.

Working knowledge of the occupational hazards and safety precautions of the trade.

Ability to operate and maintain a variety of equipment including a computer, calculator, diagnostic tools, etc. as

necessary in the performance of daily and job related activities.

Ability to work under stressful and hazardous conditions as required.

Ability to plan, organize and prioritize daily assignments and work activities without the need of direct supervision.

Ability to comprehend, interpret and apply regulations, procedures and related information.

Skilled in applying a responsible attention to detail as necessary in processing and maintaining required records, forms, logs, and charts.

Skilled in the care and use of required tools and equipment.

C. Physical Requirements:

Tasks involve, but not limited to, frequent walking on rough surfaces, standing, bending, reaching, kneeling, stretching, stooping; some lifting and carrying objects of moderate weight (30 pounds); and/or the operations of vehicles, office equipment, and/or tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Task requires that work may be performed in adverse environment conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee