

PUBLIC WORKS INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the inspection and quality assurance on public works and development projects related to general improvements. Work is performed under general supervision of the Assistant Director of Operations. Independent judgment is exercised in making decisions regarding equipment, supplies and the issuance of permits. Supervision is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Inspects and oversees construction of road repairs and other types of public works construction work to ensure that procedures and materials comply with plans and specifications;
- Performs field inspections of project sites;
- May issue permits relating to street openings and sewer connections and may collect fees for issuance of such permits;
- Observes work in progress to ensure that procedures followed and materials used conform to specifications;
- May verify levels, alignment and elevation of installations using surveyor's level and transit;
- Examines workmanship of finished installations for conformity to standard and approves installation;
- Measures distances to verify accuracy of dimensions of structural installations and layouts;
- Records quantities of materials received or used during specified periods;
- Maintains daily log of construction and inspection activities and compares progress reports;
- Prepares and compiles daily activity reports;
- Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of departmental, local and state construction specifications, standards, codes and industry standards;
- Good knowledge of the practices, methods, tools and terminology used in general construction;
- Ability to read and interpret plans and specifications;
- Ability to understand and follow oral and written reports;

- Ability to keep clear and concise records;
- Ability to operate manual/ power tools;
- Ability to work outdoors in all types of weather and under all conditions;
- Ability to be on-call in case of inclement weather or emergency situations;
- Ability to interact tactfully and effectively with administrative officers, employees, and the general public;
- Courtesy;
- Dependability;
- Physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree (or higher) in Construction or a closely related field and one (1) year full-time paid experience conducting construction/public works inspections; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years full-time paid experience in general labor/ construction work or building and grounds maintenance; **OR**
- C. Any equivalent combination of education, training and experience as defined by the limits of (A) and (B) above.