



# Job Description

## Public Works Inspector

Pay Grade: 08

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**Employment Status:** Full-Time

**FLSA Status:** Exempt or Non-Exempt

**Experience Required:** Minimum Two (2) years directly related experience with utility and street construction, evaluation, repair, rehabilitation, or inspection.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Direct Supervisor:** Director of Public Works

**Supervisory Responsibility:** Yes

**Primary Work Location:** Office Setting and work sites within the City of Nixa jurisdiction.

**Certification:** Valid State of Missouri driver's license.

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**Job Summary:** Coordinates closely with the Electric, Water Quality and Street Superintendents, and Planning and Development personnel, to perform review, inspection, and testing of all Public Works infrastructure construction and rehabilitation projects ensuring compliance with plans and specifications. This position is also primarily responsible for the compliance of the City's MS4 Stormwater Permit.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Review of all public infrastructures (e.g. street, sewer, water, electric, storm water, etc.) associated with new subdivision development, City contracted projects, and City performed projects to ensure compliance with all City specifications.
- Attend pre-construction conferences for new subdivisions, infrastructure projects, and other related meetings as assigned.
- Drives to a variety of work sites to perform inspection duties. Inspects a variety of street, sewer, water, electric, storm water, and other public works projects at all stages, including contractor's records to ensure conformity with plans and designs.
- Inspect drainage installations, sub-grades, grades and lines, manhole and pipe installation and rehabilitation, and the curing and finishing of concrete and other surface materials.
- While inspecting each project, insure proper safety standards are maintained to protect personal and public property, personnel, pedestrians, and vehicular traffic.
- Determine general progress, workmanship, and character of the construction and rehabilitation work, and identifies defective work.
- May take samples and utilize necessary construction test equipment to conduct field tests for inspection purposes to control quality of construction and identify suitable materials. Inspects and examines weight, quantity, and quality of materials for conformity with established requirements and specifications.
- Approve and inspects street utility crossings and curb cut permits while ensuring work meets City codes and specifications.
- Ensure all developers, contractors, and City crews comply with State and City land disturbance and soil erosion control programs as well as the City's MS4 Stormwater Permit.
- Ensure developers and contractors responsibly contain soil erosion and other debris on their respective property and take all necessary measures to protect the public drainage system.



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- Assist in preparation of annual reports for the MS4 Stormwater Permit.
- Maintain records and keeps inspection reports for all projects and prepares required reports including gathering data to be used in compilation of official reports on engineering estimates including retention of all “As Builts”, accurately documenting installation and upgrades to public utilities.
- Provide information to citizens, contractors, utility locators, and co-workers.
- Effectively perform as a member of a team in carrying out the City’s organizational development plan philosophy.
- Perform other tasks and duties assigned by supervision.

#### **Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA’s) for Employment**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Occupational hazards and safe working practices.
- Methods, materials, practices, and techniques involved in a variety of public works and municipal utility construction including test equipment.
- Techniques for testing, surveying practices and techniques, math as applicable to construction of such facilities.

##### **Skills**

- Good oral and written communications.
- Establishing and maintaining effective working relationships with other staff, and members of the public.
- Strong organizational skills
- Read and understand engineering designs, plans, and specifications.
- Accurately inspect a variety of construction projects; conduct appropriate field tests.
- Understand and follow written and oral instructions.
- Utilizing appropriate tools and equipment in a manner consistent with safety principles.
- Operating a variety of automotive, motorized, and hand-held tools and equipment.

##### **Abilities**

- Maintain inspection records and prepare necessary reports
- Maintain confidentiality at all times.
- Stooping, climbing, and bending.
- Pushing and pulling 100 pounds; lifting 30 pounds above head.
- May be exposed to extreme weather conditions, dust, and pollen.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

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**Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date