

## OFF-SITE INSPECTOR

**Department:** Public Works  
**Division:** Public Works  
**Reports to:** PW Director

**Classification/Grade:** 19  
**FLSA Status:** Non-Exempt  
**Date Approved:** \_\_\_\_\_

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Under general supervision, performs field inspections on new construction work and revisions to the City's sidewalks, curb and gutters, drainage, and streets. Assures compliance with Federal, State and local codes and standards and contractual provisions. Performs related work as required.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Inspect and approves all phases of public and private construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations; issue correction notices or approvals as required.
3. Review engineering plans for new road construction or for revision to existing road surfaces. Inspects road construction work in progress and reports variances or problems to the contractor and Public Works Director. Inspects all street openings for utilities.
4. Inspect to assure compliance with local, State or Federal standards for any right-of-way, street use, and other permits issued to private utilities or contractors.
5. Attend pre- construction conferences as assigned.
6. Maintains a field diary, a variety of logs and records related to work assignments and inspection activities.
7. Inspect various structures such as utilities, streets, gutters, and other off-site construction; check line grade, size elevation and location of structures for conformance with specifications and regulations
8. Review builders' plans for proposed off-site improvements and infrastructure and issues permits where applicable. Inspects off-site improvements and infrastructure and notifies Public Works Director of violations.
9. Observe work during progress and upon completion: Ensure that safety procedures are followed.
10. Inspect road repairs completed by utility companies for conformance to approved plans. Brings variances to the attention of utility contractor and arranges for corrections.
11. Exercise judgment in planning and determining the nature and number of inspections required on each assigned project.
12. Provide information and responds to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects.
13. Inspect work quality and materials used in a variety of Public Works projects to ensure compliance with approved plans, specifications, codes and ordinances.

14. Supervise the performance of contractors providing services to the City and developers. Acts as liaison between the Public Works Department and contractors.
15. Compile information and prepares construction reports as required.
16. Be dependable and meet acceptable attendance requirements at all times.
17. Utilize proper safety precautions and follow all applicable safety rules and regulations.

**OTHER JOB FUNCTIONS:**

- A. Perform other related duties and responsibilities as required.

**QUALIFICATIONS:**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

**Knowledge of:**

- Civil engineering and construction principles, practices and methods as applicable to a municipal setting.
- Methods and techniques of construction, maintenance and repair related to the assigned area of responsibility.
- Applicable laws, standards and regulations relating to construction, inspection, safety and traffic control.
- Methods, tools, and materials used in storm drains, water and sewer facilities construction, maintenance and repair.
- Principles, methods, material, equipment and safety hazards of construction.
- Hazards associated with the assigned work and proper safety precautions.

**Ability to:**

- Plan projects, conduct inspections without advance notice, and make independent professional determination as to the acceptability of the work.
- Prepare, organize and maintain filed inspection data, reports and systems.
- Perform required mathematical computations.
- Effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.
- Work independently or as part of a crew.
- Ability to adapt to varying work assignments.
- Understand and carry out both oral and written directions in an independent manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

**Special Requirements:**

Residency Requirement: Must be able to respond within 40 minutes from residence.

**Experience, Education & Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D.

Experience: Five (5) years experience in road construction and sanitary sewer construction or inspection work.

Training: Classes as required to perform job.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "B" driver's license, with N endorsement. (Employee will be subject to random and other alcohol and drug testing.)

**WORKING CONDITIONS:**

Work is performed under the following conditions:

Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive loud noise, vibration, dust and traffic.

**Physical Requirements:**

Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions; constant walking, kneeling, stooping, walking, bending, twisting, reaching, and standing for long periods of time. Moderate amount of mental effort required. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required. Must be able to work weekends, holidays and evenings and will be subject to 24 hour call back for emergency conditions.

**Job Hazard/Risk Factors:**

Employees risk physical hazard from mechanical and electrical equipment, exposure to bio-hazards such as live sewer systems, sewer lift stations, storm drain systems, human debris, drug paraphernalia, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved:

July 2006