

CLASS SPECIFICATION FOR
Senior Construction Inspector

GENERAL STATEMENT OF DUTIES: Supervises the work of Construction Inspectors and performs all types of inspection work on both complex and regular construction projects to ensure compliance with plans and specifications; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class plans and assigns work to inspectors, reviews their reports and provides supervision and technical guidance to them in their work activities in both the field and the office. The incumbent performs technical and skilled work in inspection of contractors' and developers' construction projects prior to, during, and after completion, with emphasis on the application of a broad knowledge of field testing and inspectional techniques to ensure that the quality of workmanship and materials conforms with the plans and specifications. The incumbent is responsible for inspection of complex utility construction projects including pumping stations, treatment plants, water storage tanks, large transmission lines and special design facilities. This work calls for the application of basic engineering knowledge and skills, providing for independent planning of work details and limited technical determinations. Supervision is received from a civil engineer.

EXAMPLES OF WORK (illustrative only):

- Plans, assigns, supervises and reviews the work of Construction Inspectors;
- Serves as County project representative, primarily on water and sewer pumping stations, treatment plants, water storage tanks, large transmission lines and special design projects;
- Checks line and grade on construction projects;
- Checks material and equipment used in construction for compliance with plans and specifications;
- Maintains required project records and reports;
- Prepares as-built data for engineer after completion of work;
- Computes monthly progress payments for completed work;
- Answers questions from contractors concerning plans and specifications;
- Performs occasionally any and all duties of a construction inspector when required by volume of work;
- Investigates citizens' complaints and also violations pertaining to construction activity;
- Participates to a limited degree in the preparation and review of plans and specifications;
- Performs required testing of equipment and materials installed during construction;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable technical and working knowledge of the engineering principles involved in design, layout and construction methods as well as a knowledge of departmental policies and procedures; ability to read and interpret contracts, plans and specifications; ability to supervise effectively; ability to maintain harmonious relationships with subordinates, contractors and the public; physical condition that permits activities including, but not limited to, walking long distances, climbing, bending, driving and work under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school, preferably supplemented by college courses in engineering, and five (5) years sub-professional engineering experience in construction of roads and/or utility projects; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.