



Job Description

Assistant to Public Works Inspector

Pay Grade: 06

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: 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, or designee.

Supervisory Responsibility: No

Primary Work Location: Office Setting

Certification: Valid State of Missouri driver's license.

Job Summary: Works closely with the Electric, Water Quality and Street Superintendents as well as the City's Planning and Development Department in the review, inspection and testing of all Public Works infrastructure construction and rehabilitation projects to insure compliance with plans and specifications. This position also assists with various aspects of the compliance of the City's NPDES Storm Water Permit.

Essential Job Functions

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

- Assist the Public Works Inspector in coordinating plan review of all public infrastructures (e.g. street, sewer, water, electric, storm water, etc.) associated with new subdivision development, commercial construction, City contracted projects, and City performed projects to assure compliance with all City specifications.
- Attend pre-construction conferences for new subdivisions, infrastructure projects, and other related meetings as assigned.
- Inspect a variety of street, sewer, water, electric, storm water, and other public works projects at all stages, including contractor's records to insure conformity with plans and designs. Inspect drainage installations, subgrades, 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 identify 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.
- Inspect and examine weight, quantity, and quality of materials for conformity with established requirements and specifications.
- Approve and inspect street utility crossings, curb cuts, and encroachment permits while insuring work meets City codes and specifications.
- Assist the PWI in ensuring that all developers, contractors, and City crews comply with State and City land disturbance permit requirements as well as soil erosion control program and the City's NPDES / MS4 Permit requirements.



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- 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.
- Drive to a variety of works sites to perform inspection duties.
- Maintain record and keep inspection reports for all projects.
- Prepare required reports including gathering data to be used in compilation of official reports on engineering estimates.
- Provide information to citizens, contractors, utility locators, and co-workers.
- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.
- Perform related work as required and other tasks and duties that may be needed from time to time as assigned by supervisor.

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

- Read and generally understand engineering designs, plans, and specifications.
- Maintain inspection records and prepare necessary reports.
- Occupational hazards and safe working practices.
- Methods, materials, practices, and techniques involved in public works infrastructure construction including a general understanding of test equipment and techniques for testing, surveying practices, and techniques. Math as applicable to construction of such facilities.

Skills

- Manage time and track multiple projects simultaneously.
- Utilizing appropriate tools and equipment in a manner consistent with safety principals.
- Operating a variety of automotive, motorized, and hand-held tools and equipment.
- Operating basic computer equipment and software, communicate by email and other means, and utilize other technical equipment such as cellular/smart phone effectively.

Abilities

- Accurately inspect a variety of construction projects and conduct appropriate field test.
- Mentally analyze a situation, solve problems and make decisions under pressure in area of responsibility.
- Understand and communicate written and oral instructions.
- Deal effectively and courteously with associates, contractors, other local, state or federal agencies, and the general public.
- Mentally analyze a situation, solve problems, and make decisions under pressure an area of responsibility.
- Work in both indoor and outdoor environments with exposure to a variety of extreme weather, outdoor, and confined space conditions which includes exposure to dust, gases, strong odors, smoke, pollen.
- Subject to working in cramped spaces, poor lighting, and poor ventilation.



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**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.

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:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date