

Engineering Inspector/Plans Examiner



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for work of above-average complexity in reviewing and inspecting mostly civil engineering projects. -Performs plan review tasks, permit approvals, inspections, and closeout for development and redevelopment projects to include, but not limited to, utility infrastructure covering water, sewer, paving, sidewalks, and drainage. Work is generally performed independently, making sound technical judgement in close coordination with the City Engineer and Community Development Department. - Reports to the City Engineer or Utilities Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. - It is not necessarily descriptive of any one position in the class. - The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews plats for rights-of-way and easements and plans, issues permits in compliance with applicable codes and standards, and inspects construction for utilities infrastructure such as water, sewer, drainage, roadway, sidewalks, etc. for land development and redevelopment projects; ensures compliance.
- Coordinates and assists with development project closeout, including, but not limited to, assembling necessary documents for Commission approval and recordation.
- Reviews and inspects utility installations to determine compliance with approved permits and plans, including telephone, electric, cable, gas, etc.
- Investigates complaints and makes field checks on requests received in the engineering office, through telephone, email, letter, or in person; investigates encroachments to the public right-of-way; investigates water or flooding conditions; investigates poor road conditions such as rough pavement or holes and similar violations of City ordinances; speaks with concerned people and explains the City's viewpoint and policy on the request or complaint; makes progress reports to the superiors.
- Reads and interprets construction plans and specifications; reviews various construction-related documents, such as quality control plans, construction schedules, pollution plans, and activity hazard analysis; prepares and compiles inspection reports; conducts visual on-site inspection of the project during all stages of construction, including the examination of construction material; conducts field tests or makes arrangements for tests by approved laboratories; reviews test reports to determine whether or not materials and installation are in accordance with regulatory requirements; performs initial and final inspection of projects to be owned or maintained by the City.
- Reviews plans, detailed specifications, and shop drawings and makes advance preparation for pre-construction conferences.

- Provides explanation of the City's engineering standards and other regulatory requirements to the developers and their engineers.
- Serves as the first line of communication and interaction with the construction team and the public. Addresses project issues, develops and proposes solutions, and presents to management for approval.
- Reviews and supervises City projects, when required, to ensure adherence to approved project plans, specifications, City codes, regulations, and other standards for design and construction; prepares quality assurance plans and inspection schedules in coordination with project managers; reviews contractor's proposed work schedule and tracks work progress for compliance with project schedule; coordinates approved project work with contractor, city departments, county or state agencies in order to facilitate job progress while ensuring the safety of the general public as well as keeping inconvenience of the public during construction to a minimum.
- Reviews change orders and make appropriate recommendations.
- Coordinates and assists with reporting of National Pollutant Discharge Elimination System (NPDES) permit.
- Prepares and completes various types of correspondence, documents, forms, and reports.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent, preferably supplemented by college-level courses in civil engineering or a closely related field. Five (5) years of experience in development projects or public works construction with emphasis ~~in-on~~ water, sewer, drainage and roadway construction; or an equivalent combination of education, training, and experience. ~~Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.~~Must have a valid State of Florida driver's license with good driving record. Preference would be given for specialty certifications.

Knowledge, Skills, and Abilities:

- Knowledge of modern methods and techniques ~~of construction or for constructing~~ potable water systems, sewers, drains, streets, and other public works' construction.
- Knowledge of the standard engineering and architectural terminology, techniques, and practices, pertinent specifications, or codes for the area of assignment.
- Knowledge of the types of tests performed on construction materials and their application.
- Knowledge of codes, legal and administrative regulations, specifications, standards, etc. related to development and public construction projects.
- Knowledge of basic math principles and practices involved in civil engineering and construction.
- Ability to detect and locate defective materials and workmanship during the progress of a construction project and ability to evaluate the course of action proposed to be taken to remedy the defect to bring the construction into compliance with the plans and specifications.
- Ability to read and interpret engineering and architectural plans and specifications and to recognize deviations from such plans in the construction process.

- Ability to read and interpret various construction--related documents, such as quality control plans, health, and safety hazard analysis, and recognize deviations from standard industry practice, and deviations from such plans.
- Ability to inspect public works projects under construction and to detect deviations from approved designs, specifications, and construction practices.
- Ability to maintain records and prepare reports on various phases of construction.
- Ability to read and interpret engineering plans, specifications, sketches and field notes, and other related documents with a high degree of accuracy.
- Ability to make detailed technical inspections and ~~to~~ enforce regulations with firmness, tact, and impartiality.
- Ability to perform manual tasks involving physical strength and continuous outdoor activity.
- Ability to make decisions requiring the use of technical judgment.
- Ability to effectively supervise and inspect the work of both contract and City employees assigned to engineering and architectural projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with contractors, the public, city officials, and others involved in public works construction.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve some lifting, carrying, pushing, and pulling of objects and materials of light moderate weight not exceeding 40 pounds.

WORKING CONDITIONS

Tasks are performed both in the office setting and outside environment with regular visits to the project or construction sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.