

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: **Engineering Inspector**
DEPARTMENT: **Utilities & Engineering**
FLSA STATUS: **Non-exempt**

GENERAL PURPOSE:

This is an entry-level position. Performs work as an individual contributor inspecting development and capital improvement projects to ensure compliance with all applicable codes and standards. Inspects and reviews plans including, but not limited to, paving, grading, drainage, water, wastewater, stormwater, reclaim water, sidewalks, roadways, guardrails, streetlights and related infrastructure. Work is performed under general direction of the Senior Engineer and/or Construction Supervisor with extensive latitude in the use of initiative and independent judgment. Position relies on experience and exercises considerable independent judgment based on subject-matter expertise in the area of specialization and the application of advanced concepts, techniques and knowledge of processes.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Conducts field inspections as they relate to code conformity for the design, construction, operations, and maintenance of public/private engineering improvements
- Performs daily field inspections of engineering construction activities and generates daily/weekly inspection reports
- Assists in reviewing building plans, permits and any related construction documents submitted for private and public projects to ensure conformance with various codes and engineering and building standards
- Documents project status in weekly logs
- Addresses all field problems with the public and developers as it relates to any civil engineering scope of work
- Conducts pre-construction meetings
- Generates work orders for inspections prior to issuance of Certificate of Occupancy (CO)
- Assists in reviewing final engineering submittals
- Prepares checklists for final project close-outs
- Prepares reports and other written information as assigned
- Assists on the roadway comprehensive plan, water and wastewater and other CIPs.
- Performs other duties as assigned and/or required

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MINIMUM QUALIFICATIONS:

High school diploma or GED supplemented by a minimum of three (3) years of experience in Engineering inspections or supplemented by five (5) years' experience in construction as a Tradesman - Laborer/Maintenance/Utility Worker with an equivalent combination of education, certification, training, and / or experience may be considered.

Must have a valid Florida driver license, Class E; Stormwater and OSHA inspector certificates or be able to be achieved within 12 months of hire.

PREFERRED QUALIFICATIONS:

Preferred Associates Degree and/or Technical Certificate in Engineering Inspections.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of codes and standards as it relates to civil engineering scope of work
- Working knowledge of Microsoft Office products
- Ability to provide good customer service
- Ability to maintain detailed inspection records and generate reports as needed
- Ability to read and interpret engineering plans, blueprints, and specifications
- Ability to understand and follow complex oral and written instructions, as well as exercise independent judgment
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to work independently under minimal supervision

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time at a keyboard or work station and extended periods of standing and/or walking.

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ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date