

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs work as an individual contributor at a senior level 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, sidewalks, roadways, guardrails, streetlights and related infrastructure. Work is performed under general direction 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:

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 classification. 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.

- Performs daily field inspections of engineering construction activities and generates daily/weekly inspection reports
- Reviews 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 field inspections as they relate to code conformity for the design, construction, operations, and maintenance of public/private engineering improvements
- Reviews final engineering submittals
- Prepares checklists for final project close-outs
- Prepares reports and other written information as assigned
- Assists in preparing minor engineering plans

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- Assists on the Roadway Comprehensive Plan and the re-claim water system
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED and additional technical training in construction or engineering supplemented by a minimum of three (3) years' progressively responsible experience in inspection and plan review; an equivalent combination of education, certification, training, and / or experience may be considered.

Must have a valid Florida commercial driver license, Class B or higher with tanker endorsement; and Stormwater and OSHA inspector certificates.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of codes and standards as it relates to civil engineering scope of work
- Working knowledge of Microsoft Office products
- Skill in providing 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

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 80 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.

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.

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SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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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