



Job Description

Job Title: Senior Construction Inspector III – Document Control

Summary: Project-level construction observation that requires knowledge of civil engineering design, surveying principles, and construction methodologies. The Senior Construction Inspector must possess good communication skills, including note-taking and report writing, know jurisdictional building codes, construction standards, and safety requirements, and be able to supervise and/or give direction to junior staff.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Observe construction for general compliance with engineering documents, such as plans, specifications, and estimates, and prepare field notes and reports.
2. Lead and/or participate in construction project management activities including coordination with contractors, owner's representatives, public agencies, utilities and other project stakeholders.
3. Communicate effectively with others.
4. Represent Emerio Design with clients, client representatives, public agency representatives and project stakeholders, demonstrating professionalism and the commitment to providing excellent services.
5. Initiate, develop and maintain effective working relationships with clients, project partners, project stakeholders and others at all times.
6. Use basic measurement equipment, including but not limited to a measuring tape and an electronic level.
7. Use computer network drives, email, and document management systems dictated by project requirements.
8. Review project documents such as plans specifications, inspectors' pay notes, bid items quality documentation, and verify that the project records support the contractor's payments according to the client's contractual requirements.
9. Effectively create, complete, coordinate, maintain and manage required project documents successfully to ensure client and other project stakeholder expectations are met and/or exceeded.
10. Supervise and schedule junior staff as needed.
11. Mentor junior construction inspectors and junior project designers throughout all phases of projects.
12. Lead construction project meetings.
13. Basic knowledge of AutoCAD and/or Civil 3D and Microstation.
14. Continue to pursue additional certifications as assigned.
15. Participate in corporate marketing activities, including assisting with preparing proposals, staffing workload estimates, etc.
16. Participate in recruitment, employee review and other related personnel activities.
17. Other tasks as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: AS in Construction or Civil Engineering and six years of related experience and/or training; or equivalent combination of education and experience.

Language Ability: Ability to read, analyze, and interpret technical procedures and jurisdictional construction standards. Effective communication skills both verbal and written are desired. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability: Ability to solve practical problems and deal with various concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should be proficient in using network drives, email, and management systems as dictated by project requirements including MS Excel, Word, MS Project, Adobe, Bluebeam, and CADD.

Certificates and Licenses: Valid Driver's License required, EIT or PE desired.

ODOT construction certifications desired, or ability to acquire within 6 months of hire:

1. General Construction Inspector
2. Asphalt Concrete Pavement Inspector
3. Environmental Construction Inspector
4. ADA Curb Ramps Inspector
5. Erosion and Sediment Control Manager

These additional ODOT certifications are desired, or ability to acquire when requested:

1. Bridge Construction Inspector
2. Drilled Shaft Inspector
3. Traffic Signal Inspector

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but occasionally can be high.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions.

The employee is regularly exposed to work which takes place near traffic, moving mechanical parts and heavy equipment.

Specific to this role:

Certain projects (including bridges, deep excavations, etc.) may require the employee to perform job duties in elevated or confined areas (wearing appropriate PPE including fall protection, respirators, etc.) in all weather conditions (i.e., hot, cold, wet, windy, etc.).

The employee may be required to work evening/night shifts due to heavy traffic during daytime hours.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is frequently required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

All field personnel are required to wear long pants and work boots. Certain work sites will require the wearing of hard hats which will be provided by the company. Safety vests and shirts are required for all work sites.