



Job Description

Job Title: Staff Construction Inspector

Summary: Project-level construction observation that requires knowledge of civil engineering design, surveying principles, and construction methodologies. The Staff Construction Inspector must possess good communication skills, including note taking and report writing, and be able to take direction from more senior level staff. The Staff Construction Inspector must have knowledge of jurisdictional building codes, construction standards, and safety requirements.

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. Communicate effectively with others.
3. Use basic measurement equipment, including but not limited to a measuring tape and an electronic level.
4. Use computer network drives, email, and document management systems as dictated by project requirements.
5. Basic knowledge of AutoCAD and/or Civil 3D, MicroStation.
6. Other tasks as assigned.

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

Education/Experience: Entry-level experience and/or training.

Language Ability: Ability to read and interpret technical procedures and jurisdictional construction standards. Effective communication skills both verbal and written are desired.

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

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

Certificates and Licenses: Valid Driver's License required.

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

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 containment 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.