

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 621**

**ENGINEERING INSPECTOR I**

**GENERAL**

Technical work involving inspections on construction within City right-of-way and on Capital Improvement Program projects.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Attend Development Review Committee (DRC) Meetings and review and comment on plans;
- Utilize electronic ePlan software for reviewing and commenting on plan submittals;
- Utilize HTE software to process Engineering construction permits and enter field inspection results;
- Coordinates with and conducts inspections of Franchise Utilities (gas, electric, cable and telephone);
- Inspects construction projects within the public street rights-of-ways and public waterways consisting of the following: potable water mains and service lines, sanitary sewer mains and service lines, reuse water mains and service lines, storm drainage systems, bridges, roadway construction, parking lot construction, curbing, sidewalk, docks, piling, boat lifts and seawalls to determine compliance with the approved plans and construction permits;
- Coordinate closely with project managers on inspections for various Capital Improvement Program projects;
- Assist contractors in interpreting City Code and Engineering specification requirements;
- Review project cost estimates and calculate permit fees;
- Attend preconstruction and construction progress meetings;
- Review shop drawings and testing results for conformance to approved plans and specifications;
- Review construction schedules and construction material;
- Investigate public inquiries and prepares written progress reports;
- Determine quantities of materials used and verifies amount of work completed for pay request applications;
- Review Contractor requests for information (RFI's) and change order requests;
- Perform substantial completion inspections and develops punch-list items;
- Verify final completion requirements are met and review as-built record drawings;

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the modern methods and techniques of construction of buildings, drains, sewers, streets, and other public works construction.
- Knowledge of possible defects in construction materials and of effective corrective measures.
- Knowledge of the codes, regulations and specifications relating to public works construction.
- Knowledge of the basic principles and practices of civil engineering as related to public works construction.
- Knowledge of City ordinances of pertinent to the job; Skill in maintaining meticulous records on various phases of construction.
- Skill in preparing and presenting reports and presentations.
- Skill in Microsoft Office Suite.
- Ability to learn City's ePlan electronic plan review software, HTE software and GIS system.
- Ability to communicate both orally and in writing.
- Ability to make decisions requiring the use of technical judgment.
- Ability to enforce regulations and laws firmly, tactfully, and impartially.

- Ability to make detailed technical inspections of public works projects under construction and to detect deviations from approved designs, specifications, and construction practices.
- Ability to read and interpret engineering, public works, and architectural plans and specifications and to recognize deviations from such plans in the construction process.
- Ability to read and interpret various construction documents, such as quality control plans, health and safety plans, engineering plans, and activity hazard analysis.
- Ability to read, interpret, and recognize deviations from standard industry practice and plans.
- Ability to read and interpret specifications, sketches, field notes, and other related documents with a high degree of accuracy.
- Ability to multi-task, be organized, and prioritize.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Have successfully graduated from high school or possess an acceptable G.E.D. certificate (Associates Degree preferred), Certified General Contractor's License preferred; 2 - 5 yrs experience with general construction inspections to include but not be limited to all phases of building, roadway, and utility infrastructure.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Ability to perform manual tasks involving physical strength and continuous outdoor activity. The employee will be regularly exposed to outdoor weather conditions, chemicals, explosive materials, mechanical hazards, electrical hazards and other hazardous materials or conditions. The employee will be required to walk, stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, see, and hear. The employee will be required to travel to different sites and locations and may be required to lift and carry up to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 12/15

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 26/42

**Location:** Engineering Department

**GERS: Regular:** Regular Class