

## PROVO CITY CLASSIFICATION SPECIFICATION

<b>Title:</b> Public Works Inspector Supervisor	<b>Job Code:</b> 2406
<b>Date:</b> August 29, 2017	<b>EEO Code:</b> TE
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (Unclassified)

**DEFINITION:** This is office and field work associated with permits and project review, inspection, oversight and mapping in the Engineering Division of the Public Works Department.

**CLASSIFICATION STANDARDS:** Positions allocated to this class are responsible to the Engineering Division Director and perform all tasks under general direction. The work of this class is distinguished from other inspector classes by its requirements to manage other city inspectors and schedule inspection activities.

**ESSENTIAL DUTIES:** Supervise and coordinate the organization, staffing and operational activities for the inspection group of the Engineering Division, including scheduling of workload and coordinating workflow; select, train, motivate and evaluate assigned personnel and work with employees to correct deficiencies; develop and implement office policies, operating procedures and inspections practices; ensure that professional development and certification training are achieved both individually and for all members of the inspection group; ensure work is completed accurately and efficiently; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions within the inspections group, including the hiring and firing of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation relating to inspections; research, develop, and submit a timely and accurate division budget and monitor it throughout the fiscal year; prepare and present various statistical and analytical reports; may represent the City in various meetings and on multiple boards;

Use GPS equipment to gather data electronically from the field for utilities, street improvements and other features to be mapped to the city GIS system; train all inspectors and ensure that all inspections are completed, reported and stored for reference using electronic tablets or other devices as approved; use computer software programs to review engineering drawings, report and document project inspections, and other functions as assigned.

Prepare and oversee the inspections for permits issued by the City, development projects, and engineering capital projects, in accordance with general engineering principles and Provo City standards and specifications; review project plans, building permits and/or other designs to review compliance with standards set by Provo City, various codes, or standard engineering principles; provide inspection oversight and ensure that inspection reports are provided for all permits, developments and projects within the City; ensure that inspections are completed within a timely manner with notification to the owner and/or contractor; coordinate with engineers, contractors, developers, the general public and other agencies, to ensure compliance with applicable codes, ordinances, regulations and standards; represent the Public Works Inspection group at pre-construction meetings for developments and projects; perform other related duties as required.

**MINIMUM REQUIREMENTS:** **A)** Associate degree and four (4) years of experience in inspection/construction or closely related field; **or B)** Equivalent to a High School diploma and six (6) years of direct job-related experience; **or C)** an equivalent combination of job-related education and experience [substituting each one year of post-secondary education/training for six months of full-time experience].


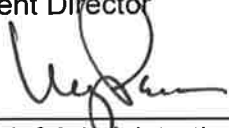
**License(s).** A valid, lawful driver's license is required. The following certifications are desired: ACI certification for Concrete Construction, NICET III certifications for Stormwater, Wastewater, Water, Sewer, Asphalt, Concrete and Soils.

**SELECTION FACTORS:** **Knowledge of:** current inspection practices as they apply to construction of roads, bridges, infrastructure and other projects administered by the City; the principles and practices of municipal government administration including departmental policies and practices; related laws, codes, rules and regulations; the operations, functions, and terminology common to inspection practices; basic English composition, spelling, and grammar. **Skill in:** work management and organization; interpersonal relations with coworkers, contractors, outside agencies and public officials; the use of CAD and GPS Operating Systems and all other computer programs, tools, instruments and equipment; oral and written communication; practicing behaviors that build trust with others; **Ability to:** run GPS Surveying System, word processing and spreadsheet programs; read and understand highly complex engineering plans and specifications; perform advanced field analyses; develop and maintain effective working relationships with the public, contractors, coworkers, and superiors; demonstrate respect, integrity, courtesy, and kindness in all circumstances; demonstrate a high level of commitment to the principles of positive customer service; communicate effectively both orally and in writing; perform work with speed and accuracy; deal with the public in a pleasant, courteous, and calm manner in all circumstances; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; supervise the work of others.

**TOOLS AND EQUIPMENT USED:** Computers, calculator, tablets, GPS equipment and vehicles.

**PHYSICAL DEMANDS:** Participating in moderate to high physical activity; pushing, pulling, or lifting medium weights; working in uncomfortable positions such as stooping, crouching and bending; walking through construction sites and development projects; sitting and standing for prolonged periods.

**ENVIRONMENTAL FACTORS:** Exposure to dust, noise and periodic bad weather at construction and job sites; periodic exposure to high volume traffic areas and heavy construction equipment; may include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.

	8/7/17
_____ Department Director	_____ Date
	8/22/17
_____ Mayor/Chief Administrative Officer	_____ Date

*NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*