

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: MUNICIPAL CONSTRUCTION INSPECTOR

TITLE #: 1432

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for inspection and oversight of contractors engaged in Municipal Capital Improvements projects such as water mains, storm drainage, curb and sidewalk, and roadway reconstruction. Responsibility involves oversight of contract enforcement and compliance with approved plans and specifications. Work is performed under the direct supervision of the Town Highway Superintendent with leeway allowed for exercising independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Verifies completed work for payment to contractors;

Prepares daily reports of construction activities and keeps detailed records of work progress;

Works with contractor, design engineer and town officials to resolve problems which may arise during construction;

Works with design engineer and town officials in site investigation, preliminary design, cost estimating and bid services for preparation of new projects;

Reviews submittals from contractors and verifies costs relative to change orders and items under dispute;

Performs inspections at private developments within the municipality to ensure compliance with approved plans and specifications;

Addresses homeowner concerns regarding construction projects;

Attends meetings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices associated with the construction of municipal site utilities and roadway projects; ability to read and interpret plans and specifications; ability to make necessary field decisions; ability to keep detailed records and compile reports; ability to verify quantities based on contract units; good oral and written communication skills; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in engineering science, architectural technology, construction technology or related field and one (1) year experience involving construction inspection, OR;
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience involving construction inspection.

JURISDICTIONAL CLASS: Competitive

DRAFT: 04/09/2003ag
ADOPTED: 05/30/06 dmc