

**City of Salem**  
**CLASS SPECIFICATION**

|               |                       |                   |
|---------------|-----------------------|-------------------|
| CLASS. TITLE: | Inspection Supervisor | CLASS. CODE: 0513 |
| DEPARTMENT:   | Public Works          | FLSA: E           |
| REPORTS TO:   | Engineer 3            | DATE: 7/1/2002    |

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**Job Summary:**

Supervises public works inspectors and ensures that all public improvements are inspected and built to city standards.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Supervises full time and seasonal inspectors including assigning projects, monitoring progress and problems, conducting performance appraisals, scheduling training and reviewing time sheets.
2. Reviews capital improvement project lists for long term project scheduling, plan approval lists for upcoming projects.
3. Reviews plans to gain an understanding of the project and detect problems. Keeps the project engineer informed of potential problems and progress.
4. Schedules warranty inspections for all projects and attends all pre-construction meetings.
5. Schedules city water crews for chlorinating of new water lines, removal of chlorination tap and the installation of valves. Schedules water crews for TV inspection of new sanitary and storm sewer lines.
6. Assists the city dispatch center with public inquiries and complaints about on going construction projects.
7. Responsible for the consistent application and interpretation of construction standards between all inspectors.
8. Makes field design decisions when engineer's designs are either incomplete or in error.

**Important Job Functions**

1. Receives and answers questions from the public about project status and takes care of problems caused by construction.
2. Surveys to determine elevations on driveways, catch basins, manholes, etc. and discusses grade conflicts with franchise utility representatives. Takes rock compaction tests using a nuclear densimeter.
3. Attends meetings and various training seminars and conferences as required.
4. Performs other duties as required by supervisor.

**MATERIAL AND EQUIPMENT USED:**

- Nuclear Densimeter
- Surveying Instruments
- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree from an accredited college or university in engineering, construction or a related field; and,

Five (5) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Limited Plumbing Certification
- Nuclear Densimeter Certification

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- City construction standards and practices and general contracting terminology.
- Plumbing codes and pertinent regulations.
- Pump and pipeline maintenance and operation related to waterways, sewers and storm drains.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Interpret City ordinances, and State and Federal laws and regulations relating to building sewers and cross-connection control or other related public works construction projects.
- Read and interpret complex plans, specifications and blueprints.
- Perform basic engineering survey functions and calculations.
- Analyze and recommend changes in municipal codes and ordinances and to apply regulations uniformly.
- Evaluate alternative design proposals relative to their technical and economic soundness.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Plan, organize and direct the work of others.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb and cross rugged and uneven terrain.
- Lift up to 75 pounds.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.