



## **Field Inspector 3**

**Category:** Classified/Excluded  
**Pay Grade:** C28  
**Job Code:** 16602

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is highly advanced technical engineering work involving inspection of a wide variety of major, extensive public works, utilities, and building construction projects with considerable administrative responsibility in directing and implementing the projects. An employee in this class plans, assigns, directs, and supervises the work of professional subordinate inspectors and Consultant Engineering Inspectors (CEI's) engaged in reviewing plans, inspecting and providing customer service to citizens throughout the county for adherence to construction specifications and applicable codes. Primary emphasis is upon administration and implementation of all technical aspects of construction inspections and resolving problems in the field. Although an incumbent may refer to a superior for advice, the employee works with considerable independence in directing work activities and is afforded considerable latitude for the use of technical discretion and judgment. The position reports to a manager, supervisor or designee.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Plans, assigns, directs, and reviews the work of subordinate inspectors and CEI's as assigned; gives assistance and advice on difficult and unusual problems when necessary;
- Participates in technical meetings with engineers, architects and contractor representatives from preconstruction bidding through project completion;
- Reviews architectural and engineering plans and specifications for code compliance, construction feasibility and utility;
- Confers with superiors on general policies related to, departmental policy, contract specifications, special assignments, and related matters;
- Explains and interprets contract specifications as well as county and state regulations for CEI's, contractors and other interested parties;
- Interprets specifications to clarify intent or objective and prepares and maintains technical and cost records or reports;
- Expedites construction through advice and consultation services, coordination of scheduling construction tasks and inspections, and control of partial payments;
- Initiates investigations of construction problems, coordinates laboratory testing and recommends solutions and corrections to achieve final acceptance;
- Interviews potential new Inspectors;
- Provides field data, existing conditions and recommendations to Project Administrator and Manager to implement field changes;
- Reviews monthly pay estimates for these projects and sends to Project Administrator and Manager for approval;
- Performs plan review as required;
- Attends staff meetings;
- Responds to citizen complaints;
- Trains lower level inspectors;

- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Eight (8) years of experience in public works, utilities, or building construction that requires the candidate to demonstrate and apply occupation related technology including computer applications and software to complete regular and special assignments, which includes regulatory compliance with permits for environmental and right of way utilization and at least one (1) year of supervisory training or experience; or an equivalent combination of education, training and/or experience.

### **Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in Florida Department of Transportation Maintenance of Traffic (Advanced), Storm Water Management Inspection, American Concrete Institute (ACI), Earthwork Level 1, Asphalt Level 1, International Municipal Signal Association (IMSA), IMSA Signals, IMSA Signal Inspection, IMSA Signs and IMSA Markings, and IMSA Roadway Lighting, Advanced Work Zone Traffic Control, Drilled Shaft, and CIPP Pipe Lining.
- Candidate to acquire and maintain certification in designated areas according to area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of road, utilities or building construction principles, methods, materials and equipment;
- Knowledge of construction practices, material, specifications, codes and regulations related to building, utilities, street, or highway construction;
- Knowledge of federal, state and county codes and regulations governing construction;
- Knowledge of local, state, and federal drinking and reclaimed water regulations;
- Knowledge of cross connection and backflow prevention;
- Skill in enforcing code regulations with tact and uniformity;
- Ability to read and interpret construction specifications, blue prints and plans and to recognize deviations from such plans during construction;
- Ability to diagnose defects and hazards in building, utilities, and public works construction projects;
- Ability to perform technical computations, analyze data and prepare reports based on findings;
- Ability to plan, assign, supervise and review the work of subordinate inspectors and CEI's engaged in inspecting construction projects;
- Ability to apply computer applications and software;
- Ability to utilize computer, copier, and fax machine to perform various office tasks;
- Ability to express oneself clearly and concisely, orally and in writing;
- Ability to keep records and submit reports;
- Ability to complete required continuing education.

## PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Incumbent regularly make decisions that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.