

CONSTRUCTION INSPECTOR/COORDINATOR (LAND DEVELOPMENT)

Position Code: 2330

WC Code: 9410

FLSA Status: Non-exempt

Pay Grade: 353

Location: Planning

Approval Date: 2023

General Statement of Duties

Inspects public and private construction projects, infrastructure, and erosion and sedimentation control measures to ensure compliance with specifications and standards.

Distinguishing Features of the Class

An employee in this class is responsible for inspecting land development projects and assuring compliance with plans and relevant standards and regulations. Work involves significant public contact and coordination with contractors, engineers, homeowners, etc. Significant tact and courtesy are required in these public contact functions. Work is performed under regular supervision of the Civil Engineer II- Land Development and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned responsibilities.

Duties and Responsibilities

Tracks the progress of construction projects.

Inspects construction projects and related infrastructure; including sedimentation control measures related to land disturbance activities.

Conducts field inspections of properties to monitor progress towards compliance and to maintain appropriate records of enforcement activity, checks perimeters, checks silt fences, construction entrances, sedimentation basins, grading, sidewalks, vehicular and bicycle parking, building materials, landscaping, tree protection, signage, lighting, ADA compliance, and other use specific requirements.

Ensures compliance with all applicable governmental, engineering, and construction standards and regulations.

Investigates and resolves customer and citizen inquiries and complaints.

Tracks all new commercial and residential construction and prepares, maintains, and files all related documentation and reports.

Assists and advises other Town departments.

Operates specialized software to conduct calculations and make determinations, operates GIS software to collect and utilize data.

Coordinates work with other public agencies and/or private concerns.

Acts as a liaison between the State and Town during annual audits of the Town's Erosion Control Program.

Ability to work independently.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skill, and Abilities

General knowledge of construction practices, techniques, materials and equipment relating to public works and utilities.

General knowledge of erosion and sedimentation controls and regulations.

General knowledge of engineering plans, specifications and drawings.

General knowledge of the occupational hazards and proper safety precautions involved in the work performed.

General knowledge of related municipal engineering specifications and practices and related state and local laws and regulations.

Ability to read and interpret plans, specifications and blueprints and to compare them with various aspects of construction in progress.

Ability to delete deficiencies in construction projects.

Ability to establish and maintain effective working relationships with Town officials, contractors, property owners and others in effect satisfactory compliance with specifications and standards.

Ability to maintain accurate records.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, sit, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert up to 20 pounds of force occasionally; 10 pounds frequently and/or a negligible amount of force constantly to move objects. Employee is subject to hazards in street construction and water and sewer line construction maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, atmospheric conditions, oils, tight quarters, moving mechanical parts, dusts, mists, odors, fumes, and narrow passageways.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle and to read and prepare records.

Minimum Education and Experience

High School diploma or GED and eight years of directly related experience; or an associate degree from an accredited community college and three to five years of directly related experience; or a Bachelor's Degree from an accredited college or university and one to three years of directly related experience.

Special Requirements

Possession of a valid NC driver's license.