

CLERMONT COUNTY ENGINEER

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority: Engineer	Employee Name:
Position Number: 11203	Position Title: Construction Inspector 2
Class Title: Project Inspector 2	Civil Service Status: Classified
Class Number: 84351C	Employment Status: Full-Time
Reports To: Deputy Engineer	FLSA Status/Pay: Non-Exempt
Pos. # of Supv.: 11000	EEOC Job Group:

CLASS DESCRIPTION:

Under general supervision of a Deputy Engineer or other designee of the County Engineer, conducts on-site inspections of all aspects of capital improvement projects, highway and subdivision infrastructure, bridge repair maintenance, and construction operations to ensure compliance with county and state specifications.

QUALIFICATIONS:

 An example of acceptable qualifications:

Completion of secondary education or equivalent; four (4) years experience in construction management; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

 (*indicates may be obtained within six (6) months of employment)

Must possess and maintain a valid Ohio Driver's license; must possess a valid Ohio Class B Commercial Driver's license*; must maintain insurability under the Engineer's insurance policy.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Motor vehicle; modern office equipment (e.g., computer, scanner, typewriter, copier, calculator, telephone, fax machine, etc.); computer software (e.g. Microsoft Office Suite, etc.); measuring/surveying equipment (e.g., laser, thermometer, wheels, tape measure, GPS, total station, levels etc.).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; ascends and/or descends ladders, stairs, or scaffolds; works in the vicinity of dockboards; works in an area in which the means of egress is or can be obstructed; is exposed to environmental conditions which may result in injury from fumes, odors, mists, gases and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; has contact with potentially violent or emotionally distraught persons; has occasional exposure to potentially vicious animals; is exposed to hot, cold, wet, humid, windy, or hazardous weather conditions; lifts and carries equipment and/or supplies weighing up to twenty (20) pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 50% (1) Directs and conducts field inspections of capital improvement projects and subdivision projects; conducts field inspections of road, culvert and bridge project construction work to ensure compliance with project specifications, plans, engineering principles, codes, regulations and policies; utilizes devices and instruments to accomplish tasks (e.g., levels, tapes, rules, etc.); assist Deputy Engineer or Senior Engineer with coordination of materials testing; identifies violations and meets with contractor, developer, engineers, utility agencies, and/or general public to explain project specification requirements and/or codes and regulations; assists Deputy Engineer in conducting annual inspection and rating of county maintained roads, culverts and detention/retentions basins under public watercourse agreements; schedules maintenance for basins; certifies completion of work in accordance with applicable standards and specifications; meets with contractors, utilities and/or developers to discuss construction plans and requirements, revisions, work schedules, traffic control safety concerns, inspections, and to identify potential and/or existing problems; maintains communication with emergency services, other agencies and the public regarding traffic control protocols and changes during construction
- 30% (2) Maintains documentation of inspection compliance activities (e.g., daily logs, project status, etc.) and related files; collects and collates information from project notes for internal reports; completes forms; compiles daily records and quantities for construction projects and submits to Deputy Engineer or Senior Engineer for payment processing; documents "As Built" changes for any deviations from construction drawings; maintains digital asset inventory databases.
- (3) Review submittals of permits for work performed in the county's right-of-ways; issue permits and coordinate permit inspections.
- 5% (4) When applicable, ensures compliance with prevailing wage guidelines through wage interviews, site inspections and supervisory interviews; maintains daily log of workers and equipment utilized on capital projects; prepares/reviews reports to assure prevailing wage compliance.

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- 5% (5) Oversees all permit inspections; oversees all bonds associates with subdivisions (e.g. tracking bond expiration dates and overdue bonds, assigning bond values, conducting field inspections, recommends bond forfeiture, when necessary, etc.).
- 5% (6) Maintains required licensures, certification, and continuing education requirements.
- (7) Performs snow and ice removal, as necessary.
- (8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions; follows all of the Engineer's safety policies and procedures, proper work methods, and procedures within defined work guidelines.
- (9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (10) Performs other related duties as assigned.
- (11) Attends staff meetings, training courses, seminars, conferences, etc., as assigned.

NOTE: May be required to be on call 24 hours a day, as necessary.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *Engineer's goals and objectives; *Engineer's policies and procedures; department goals and objectives; department policies and procedures; safety practices and procedures; road, bridge and basin inspection techniques; bridge design, construction, and maintenance; road construction, maintenance, and repair, traffic control; public relations.

Skill in: use of modern office equipment; use of personal computer; surveying instruments; motor vehicle operation; snow plow operation.

Ability to: interpret a variety of instructions written, oral, picture or schedule form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulation to specific situations; deal with nonverbal symbols in formulas, equations, or graphs; exercise independent judgment and discretion; calculate fractions, decimals, and percentages; prepare accurate

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documentation; compile and prepare reports; completes routine forms; read blueprints; respond to routine inquiries from public and/or officials; resolves complaints; communicate effectively orally and in writing; maintain records according to established procedures; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)