

CONSTRUCTION PROJECT INSPECTOR

Job Description

To perform a variety of tasks in support of the engineering function including construction inspection, reviewing, and verifying plans and specifications and preparing verification and recommendation reports including pay applications and change orders; and to provide responsible and complex technical support to the Engineering Division.

Duties and Responsibilities

1. The Inspector shall be familiar with the requirements of OSHA Self-Inspection Checklist and all compliance requirements.
2. The Inspector shall participate in all meetings included but not limited to; pre-construction meeting, monthly progress meetings, client scheduled or requested meetings, or any meeting requested by the owner, engineer or contractor. The Inspector shall prepare written meeting minutes for review and approval by all attendees of the meeting within 48 hours of said meeting. The meeting minutes will include a list of all attendees, topic of discussion and decisions made during the meeting
3. Prior to start of construction, the Inspector shall obtain an emergency contact list from the contractor and shall distribute the list to the project owner, local police and fire departments and the engineer of record.
4. Ensure all necessary permits have been obtained and are properly posted in accordance with the approved permit. Traffic Control signs should be in place a minimum of 5 days prior to the start of construction activity.
5. The Inspector shall review and evaluate shop drawings within 48 hours of receipt. Shop drawings must meet the required specifications stated in the contract book or on the contract drawings prior to release to contractor for ordering of said material. Any material that has not been approved prior to arriving on-site shall be rejected by the Inspector and noted in the daily report.
6. Conduct full time inspection of assigned project including observation of dirt work, utilities, storm sewers, concrete structures and paving; record general and detailed conditions by daily reports, and photographs. Verify compliance with proposed plans and specifications; report discrepancies to Project Engineer, Owner, and appropriate project staff members such as the project supervisor.
7. Prior to the start of construction, the Inspector shall be trained by a Silversmith representative in the use of their asset management software such that the Inspector can document construction assets with the software.

8. Establish and maintain working contact with project staff and contractors; answer questions and provide information to the public, municipal staff, contractors and project staff regarding project progress and changes including testing, engineering, planning and established parameters; participate in the collection of various utility information including current and proposed locations; investigate complaints and recommend corrective action as necessary to resolve complaints.
9. Monitor and record a variety of construction activity including testing, results of phasing and equipment and safety standards; insure correct and accurate installation of equipment and construction materials.
10. Coordinate completion of projects; conduct inspection punch list and ensure completion of all project paperwork; coordinate and undertake one-year inspection with contractors and Owner representatives.
11. Participate in a variety of activities involving travel between various facilities and to other related external business and government agencies that may include site inspections.

Other Required Duties and Responsibilities

1. Provide technical support to assist division supervisor and other support staff in the completion of their duties and responsibilities.
2. Prepare and maintain a variety of files and filing systems including submittals, testing information and daily log activities.
3. Perform other duties as assigned.