



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY CONSTRUCTION INSPECTOR

Pay Grade: 58 Pay Range: \$18.32 to 25.64 per/hour plus benefits

FLSA Status: Non-exempt – eligible for overtime

Candidate of choice must pass pre-employment drug test and background check.

Under general supervision, conducts on-site inspections of public works projects to ensure conformance with plans and specifications and resolve issues related to adherence to contract specifications.

Qualifications: High school diploma or G.E.D. and four (4) years full time journey level experience in construction of roadways, drainage, and public utilities (water and sewer), construction inspection, or closely related work; basic competency with personal computers and business software applications. Must possess valid Arizona driver's license and certifications in Concrete Field Testing – Grade I from the American Concrete Institute and ATTI Field Technician from the Arizona Technical Testing Institute or ability to obtain within six (6) months of hire. Obtaining and maintaining the required certifications are conditions of continuing employment.

Tasks: Performs a wide variety of professional duties reviewing plans, specifications and materials conformance to City standards and specifications for the development of public facilities; conducts inspections of sewer, water and drain lines and laterals; schedules inspections, testing, walk-throughs, warranty, and sequence of work with outside contractors and City staff. Inspects traffic control, grading activities, asphalt, curb and gutter, sidewalk and bike trails, landscaping, sprinkler systems; inspects all backfill operations; inspects signage and pavement markings; issues punch lists, warranty and acceptance letters on public improvements; measures construction quantities and verifies contractor applications for payment, issues field reports; works with field personnel to address construction issues/concerns; responds to concerns and questions from the general public and reviews as-built drawings for accuracy.

Knowledges, Skills, and Other Characteristics:

- Knowledge of the principles and practices of construction inspection.
- Knowledge of Federal, State, and City rules, regulations, policies, procedures, codes, and ordinances related to public works and construction inspection.
- Knowledge of methods and techniques for basic report preparation and writing.
- Knowledge of methods and techniques for recordkeeping.
- Knowledge of occupational hazards and safety precautions.
- Skill in analyzing a complex issue, and developing and implementing an appropriate response.
- Skill in interpreting, understanding, and following ordinances, regulations, standards, and guidelines.
- Skill in written communications for administrative and technical purposes.
- Skill in oral communication in one-on-one and group situations.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, consulting engineers, contractors, and City residents.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicle as needed. Working environment may include exposure to extreme weather conditions and working in construction areas under traffic at times. **Hearing and Speaking Ability:** sufficient to clearly, concisely and effectively communicate in person and over the telephone. Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 p.m. Friday, April 29, 2011

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
928-777-1315 928-777-1284 800-748-6205 TDD: 928-777-1100 Fax: 928-777-1213

Email: personnel@prescott-az.gov **Visit our website at** www.cityofprescott.net

Posted: April 14, 2011

Mark Nietupski _____
Public Works Director

Mary Jacobsen _____
Human Resources Director

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MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process. EEO/M/F/V/H/D/NSE