



Job Title: Construction Inspector
Department: Public Works
Reports To: Construction and GIS Manager
Salary: \$22.69 - \$34.03

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 10/2008	Revision Dates: 3/11/2010, 07/06/22	

JOB SUMMARY

This position inspects on-going public and private construction projects that are under the Town’s jurisdiction and assists in inspecting and administering developer-financed projects.

ESSENTIAL FUNCTIONS

- Inspects on-going public and private construction projects that are under the Town’s jurisdiction and assists in inspecting and administering Right-of-Way and Town capital improvement and sewer projects.
- Inspects and helps administer developer-financed projects and assures that developer projects are delivered to Town standards.
- Prepares and conducts field investigations on improvement and grading plans, and permit review, and on construction inspection reports. Performs differential elevation surveys to check for grading permit compliance.
- Oversees overall quality control of projects and reviews all wastewater facility projects.
- Prepares and submits routine, recurring, technical and special reports, analyses and recommendations and updates and maintains records, files and databases.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are also representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of Town policies and procedures.
- Knowledge of Construction practices, specifications, methods, terminology and codes.
- Knowledge of OSHA safety standards and traffic safety procedures in construction areas.
- Knowledge of Federal, State, Town and county policies, procedures, codes, regulations and ordinances related to construction activities.



- Knowledge of field inspection techniques, material specifications, and testing procedures.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in reading, interpreting, understanding, and applying construction standards and procedures, applicable Federal rules and regulations, and Town policies and procedures.
- Skill in determining the quality of materials and workmanship through inspection and use of technical tools and equipment.
- Skill in effective oral and written communication.

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (G.E.D.) Associates Degree in Civil Engineering desirable. Additional job related courses at a community college, vocational, business, or technical school desirable.
- Six years para-professional civil engineering or civil engineering construction work experience;
OR
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the Essential Functions.

PREFERRED QUALIFICATIONS

- Municipal government experience.

REQUIREMENTS

- Valid Driver's License required, Arizona Driver's License required within ten days of hire. A Commercial Driver's License (CDL) is desired at time of hire and may be required after hire.
- Must be able to pass a thorough background investigation.
- IMSA Work Zone Temporary Traffic Control Certification within six months of hire.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers