



## City of Des Moines, Washington

### JOB DESCRIPTION



## ENGINEERING INSPECTOR

Regular, Full-time

**Salary Grade:** G-23

**FLSA Status:** Overtime Eligible

**Union Status:** Non-represented

**EEO Category:** Technician

### Nature of Work

The Engineering Inspector inspects, tracks and monitors all public and private construction work within the public rights-of-ways and City property for compliance with design and plan specifications. Also assists in the implementation, organization, and coordination of construction activities in the City's right-of-way under the general supervision of the Transportation/Engineering Services Manager. Work includes performing a variety of field and office engineering duties associated with the planning, location, design, operation or maintenance of all construction within the City's rights-of-ways. Considerable latitude is given for independent action within the scope of oral and written instructions.

This position administers and manages public rights-of-ways, reviews plans, processes and approves right-of-way permit applications, tracks construction activity, prepares plans, specifications and estimates; performs investigation and engineering analysis of citizen concerns; reviews and approves private drainage and/or transportation plans; and coordinate work with skilled and/or clerical employees. The employee works within the framework of established City codes and departmental policies. The Engineering Inspector oversees and provides day-to-day feedback and support with on-going construction activities within the City's jurisdiction, and maintains the permit database for tracking construction and for billing operations.

### Essential Functions

- Manages public rights-of-ways by reviewing plans, processing and approving right-of-way permit applications; inspects projects, and tracks construction activity.
- Reviews and drafts traffic control plans to maintain a safe environment at construction sites for pedestrian and vehicular traffic.
- Produces surveys, diagrams, plans, specifications, and estimates for transportation system improvements undertaken by the City.
- Responds diplomatically and informatively to the questions and concerns voiced by the public.
- Inspects or manages consultant inspections of project as approved by the Public Works Director.
- Reviews development plans for compliance with the provisions of the City Code, King County Water Design Manual, ASSHTO, WSDOT, MUTCD and other City adopted standards.
- Develops and manages programs for inspection and maintenance of the City's streets, bridges, traffic signals and/or surface water management programs.

- Inspects and oversees inspection of public and private construction facilities for compliance with applicable codes and standards.
- Represents the City, as assigned by the Public Works Director, at various regional technical meetings.
- Relieves Surface Water Management Technicians in their absence.
- Other such duties, reports, or projects as may be directed by the Public Works Director.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Knowledge of the principles and practices of civil and construction engineering, including the methods, materials, equipment and techniques used in civil engineering, construction, and inspection.
- Knowledge of street construction and transportation as related to the design and construction of municipal Public Works facilities.
- Familiarity with the WSDOT Standard Specifications, the WSDOT Design Manual, the LAG Manual, and the application of each.
- Municipal principles, practices and procedures;
- City government organization, functions, policies, rules and regulations.
- Database programs and their applications.
- Ability to communicate effectively, both verbally and in writing.
- Ability to present complex technical data in an understandable manner to a variety of audiences.
- Good working knowledge of common computer programs.
- Ability to prioritize, organize, plan, and coordinate the work based on City and Department objectives, as well as manage the activities of a number of employees engaged in divergent functions.
- Knowledge of municipal government administration, Public Works financing, and of the role of engineering in City government.
- Working knowledge of State laws and procedures related to Public Works engineering and construction project administration.
- Ability to establish and maintain effective working relationships internally, as well as with the public.
- The ability to maintain accurate and adequate project records.
- Ability to perform the essential functions of the position.

### **Education and Experience Requirements**

- Associate's degree in civil engineering technology or closely related field or two years of college level coursework in construction and engineering technology; AND four years of construction inspection experience; OR an equivalent combination of education and experience sufficient to successfully perform the essential functions of the position.
- Experience with AutoCAD Civil 3D or similar software preferred.

- Municipal or government experience preferred.
- Documented completion of WSDOT construction inspection classes and specification writing preferred.
- Experience coordinating with franchise utility providers preferred.

### **Special Requirements**

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

- Environment: Outdoor and indoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.
- Mental Abilities: The position requires continuous decision-making, interpersonal skills, teamwork, writing in English, understanding, reading, and speaking English; frequent creativity, customer service, training/supervising, performance of basic math, use of discretion, presentations/teaching, problem analysis, mentoring, and independent judgment/action; and occasional performance of advanced math, and negotiations.
- Physical Abilities: The position requires continuous fingering, talking, feeling, and hearing; frequent: standing, walking, reaching, repetitive foot motions, sitting, bending, grasping, and handling, and repetitive motions with hands and wrists; occasional: stooping, kneeling, and climbing ladders and working at heights on sloped surfaces, lifting and/or carrying objects up to 25 pounds, pushing and/or pulling objects up to 10 pounds; rare crawling.
- Hazards: Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

### **Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.