

NEW CASTLE COUNTY GOVERNMENT

Number 0592

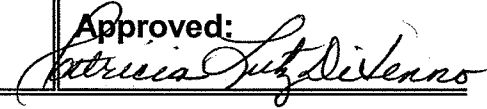
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CLASS SPECIFICATION

Date 11/01/03

Title: PUBLIC WORKS INSPECTOR

Approved:



GENERAL STATEMENT OF DUTIES: Inspects construction and maintenance work being performed on privately funded projects or projects for New Castle County to assure compliance with all New Castle County Codes and other applicable regulations relating to construction and site work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class inspects privately funded development projects and publicly funded County construction projects. Areas of inspection include site grading and drainage, erosion/sediment controls, storm water management, sanitary sewer and septic system installation, park improvement, paving, building construction, repair work, and related areas. Responsibilities include working with contractors, engineers, and related regulatory agencies. This employee must exercise independent judgement, initiative, and discretion in problem situations, particularly in the field, must keep abreast of new technical developments and engineered systems in the construction field and must attend training courses as required. This employee works under general supervision.

EXAMPLES OF WORK: (Illustrative Only)

- Inspects grading of building lots in developments, private lots, and commercial sites to assure compliance with approved plans and specifications and erosion/sediment control;
- Inspects the installation of sanitary collector sewers for bedding, grade, joint integrity, proper construction of manholes, and freedom from extraneous debris;
- Inspects ditches and pipes to ensure compliance with plans and specifications;
- Observes and monitors air tests for acceptance of sanitary sewer lines;
- Meets with the public to investigate complaints of inadequate grading, drainage, sewer and septic systems, and erosion/sediment problems;
- Inspects work being performed under private contract or for New Castle County in the construction of sanitary sewers, pumping stations, waste water treatment plants, parks, airports, buildings, and roads;
- Reports unsatisfactory work or conditions which interfere with the performance of construction;
- Consults with contractors, engineers, and architects concerning construction problems;
- Maintains a daily log of all work inspected;
- Prepares and submits reports;
- May assist supervisors in making final decisions;
- Makes decisions in the field concerning erosion/sediment controls on the site and additional stone and select fill needed for pipe jobs;
- Works with staff engineers to provide input relating to planned erosion and sediment controls and the feasibility of such controls;
- Works with representatives from the Department of Natural Resources and Environmental Control in site review of problem areas to enforce compliance with regulations and refers sites to supervisor as needed to achieve compliance with applicable codes and regulations;
- Issues notices to contractors/owners in violation of applicable codes and regulations and posts "stop work" orders on sites in violation of applicable codes and regulations in accordance with departmental policy;
- Follows up on code violations to ensure correction and compliance;
- Attends and participates in pre-construction meetings for site work, drainage, sanitary sewers, erosion/sediment control, buildings, and structures for County contract projects;

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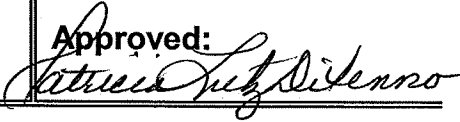
CLASS SPECIFICATION

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Date 11/01/03

Title: PUBLIC WORKS INSPECTOR

Approved:



- Conducts final inspections of sanitary sewers, pumping stations, and all temporary and permanent storm water, sediment and erosion control devices and facilities for acceptance by New Castle County;
- Conducts final inspections of lines and grades to allow certificates of occupancy or certificates of use to be issued;
- Inspects construction of spray irrigation facilities to ensure compliance with approved plans;
- Inspects areas of responsibility for evidence of unpermitted building activity, initiates action to achieve conformance with applicable codes, and reports non-conformance to the appropriate supervisor for further action as needed;
- Prepares data on code violations for use in legal cases and testifies in court as required;
- Maintains current knowledge of technical developments and engineered systems in the field;
- Maintains records on all quantities of payable items used by contractors to allow for verified payments to be made to the contractor after submission of a payment estimate;
- Attends progress meetings to keep other involved agencies informed of the status of the project;
- Attends training courses as required;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of construction work; good knowledge of codes and ordinances relating to construction; some knowledge of modern principles and practices of civil engineering; some knowledge of the principles of erosion/sediment control, storm water management, and lines and grades; ability to read and interpret plans, specifications, and blueprints; ability to communicate courteously and effectively, both verbally and in writing; ability to obtain the cooperation of contractors; ability to establish and maintain effective working relationships with contractors, engineers, other agencies, and the public; ability to maintain current knowledge of technical developments in the construction field; ability to maintain accurate records and prepare related reports; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years experience in a responsible sub-professional engineering position in highway, heavy construction, or building work and completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: The use of a personal car to travel to work sites may be required. Possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established:	07/01/73
Revised:	04/29/74
Revised:	01/19/82
Revised:	05/02/88
Revised:	03/20/89
Revised:	01/02/91
Revised:	10/27/95
Revised:	10/01/99
Revised:	11/01/03