

# NEW CASTLE COUNTY GOVERNMENT

Number 0596

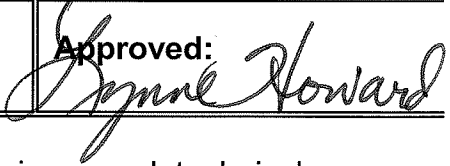
## CLASS SPECIFICATION

Page 1 of 2

Date 10/29/10

Title: CHIEF CONSTRUCTION INSPECTOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs overall supervisory and technical engineering duties associated with the inspection of materials and construction for all County construction projects; responsible for quality control as it relates to construction; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has the overall responsibility to supervise all construction inspection activities for projects contracted by New Castle County. With a considerable degree of independence, a person in this class makes a variety of engineering decisions related to technical aspects of construction; acts as a troubleshooter when special construction problems arise; and performs sampling and testing of construction materials. This employee also recommends amendments to contracts after negotiating costs for such changes. This employee works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Inspects sewer pipe and related material at manufacturing plants to ensure compliance with related criteria and inspects finished products to determine acceptability for shipment to the job site;
- Conducts pre-construction meetings to discuss details of the project with the contractor;
- Acts as a project engineer for certain projects;
- Reviews requests from contractors for amendments to contracts needed due to unforeseen conditions that arise during construction;
- Negotiates final costs with contractors for work to be performed under contract amendments and amends purchase orders as needed;
- Recommends final approval of contract amendments and submits through required processes;
- Performs solid compaction tests to assure compliance with contract specifications;
- Studies plans and makes field inspections to verify that structures can be properly sewered as intended;
- Reports discrepancies discovered while performing field inspection and proposes revisions and other corrective action to a supervisor;
- Monitors final grading activities in new developments to detect broken pipe or damaged manholes when sewer systems have been finalized and orders corrective action under guarantee provisions of the contract when necessary;
- Investigates complaints involving guarantee provisions for construction and, where applicable, recommends corrective action to the supervisor;

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Page 2 of 2

Date 10/29/10

Title: CHIEF CONSTRUCTION INSPECTOR

Approved:



- Performs duties of an inspector when required;
- Recommends inspector assignments, provides technical assistance during regular project visits, and maintains assignment logs;
- Prepares employee evaluations for subordinates in the contract construction activity;
- 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 personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of modern principles and practices of construction and maintenance; good knowledge of surveying techniques and principles; good knowledge of construction cost estimating; good knowledge of the principles, practices, and techniques used in sampling, inspecting, and testing of materials; some knowledge of civil engineering principles; ability to plan and supervise the work of inspectors and to do final inspections; ability to inspect material used in construction; ability to interpret engineering plans; ability to establish and maintain effective working relationships with construction contractors and others; ability to communicate courteously and effectively, both verbally and in writing; good engineering judgement.

**MINIMUM QUALIFICATIONS:** At least five (5) years experience in a responsible sub-professional engineering position in the construction of public works projects, including at least one (1) year experience in the testing of construction materials, and possession of a high school diploma or GED ; a Bachelor's Degree from an accredited college or university with major course work in engineering may be substituted for four (4) years of the required experience; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**

Established:	09/17/73
Revised:	01/23/80
Revised:	06/05/89
Revised:	04/01/94
Revised:	05/03/96
Revised:	01/01/02
Revised:	10/29/10