



CLASS TITLE | CONSTRUCTION INSPECTOR APPRENTICE

PAY GRADE: OT-16 | www.cityoftulsa.org/pay

Class Code: 8544

Effective Date : 01/04/2023

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision makes inspections of public works projects and private improvements within the City right-of-way and easements to ensure compliance with established plans and specifications; and performs other related assigned duties.

ESSENTIAL TASKS:

- Inspects new and remodeled facilities and infrastructure, such as paving, bridges, driveways, sidewalks, watermains, wastewater and storm sewers, traffic signals, highway lighting, signs, pavement markings, guardrail, and other construction projects for safety and compliance with specifications and local, state, and federal laws
- Prepares inspection reports to document work performed, weather conditions, contract labor and material and equipment onsite
- Instructs contractors on requirements for protecting stormwater inlets and erosion and traffic control in order to ensure compliance with local, state, and federal regulations and work with contractors to address deficiencies
- Communicates with citizens and project stakeholders to coordinate the work of contractors in order to mitigate impact to adjacent properties
- Provides information to correctly markup field plans for engineers and contractor's reference
- Investigates citizens' complaints and concerns regarding projects and works toward a documented resolution
- Locates City infrastructure, as needed for OKIE locate requests (some departments)
- Reviews contractor pay estimates for accuracy and quantity required
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PAY INCREASE OPPORTUNITY

This position is part of a progression family and is eligible for increases within the progression. More information can be found [here](#).

Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and,**
- (b) *Experience in field construction, surveying and/or other subprofessional engineering work preferred.*
- (c) Refer to the Construction Inspector Progression Criterion document for additional requirements.



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Knowledge, Abilities and Skills:

Knowledge of:

- Knowledge of engineering plans and specifications
- Knowledge of a variety of construction methods and materials
- Knowledge of the principles, techniques, and terminology of civil engineering as they relate to public works construction.

Ability to:

- Ability to read and interpret plans, specifications, and blueprints and to compare them with various aspects of construction in progress
- Ability to determine issues with construction plans and work being performed
- Ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a calculator and telephone; occasional lifting up to 60 pounds; may be subject to walking over rough terrain, standing, stooping, sitting, crouching, grasping, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver License; **and**,
- b) Possession of a relevant Class "D" Water and/or Wastewater License as issued from the Department of Environmental Quality (DEQ) within nine (9) months of date of hire (some positions).
- c) Possession of an International Municipal Signal Association (IMSA) Work Zone Temporary Traffic Control Technician certifications within twelve (12) months of date of hire (some positions)

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors; may be subject to overtime; and requires traveling to various locations.

EEO Code: N-07

Group: Engineering, Planning and Technical

Series: Inspection