**Apply Link:**

[**https://www.flagstaff.az.gov/Jobs.aspx?UniqueId=165&From=All&CommunityJobs=False&JobID=Construction-Inspector-Contract-Temporar-1744**](https://www.flagstaff.az.gov/Jobs.aspx?UniqueId=165&From=All&CommunityJobs=False&JobID=Construction-Inspector-Contract-Temporar-1744)

**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: June 21, 2019**

**Vacancy No: 084-19**

**Position Title: Construction Inspector (Contract Temporary)**

**Division / Section: Community Development/Engineering**

**Position Status: Full Time; Benefit Eligible; Contract Temporary until 6/30/2022**

**Work Week: Monday – Friday; Hours 7am-4pm**

**Salary Range: $23.0688 - $24.4529 Per Hour DOE**

**Closing Date: July 19, 2019**

**This is a contract temporary position intended to support the next 3.5 years of the Road Repair and Street Safety Bond and will be eliminated on June 30, 2022, or when the work runs out, or if City Council mandates budget cuts through a reduction in force within the contract period.**

Actively supports and upholds the City’s stated mission and values. Under general supervision of the Construction Manager, employees of this class are expected to perform highly skilled technical duties associated with inspections of capital improvements projects or private development projects.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job does not have formal supervisory responsibilities.
* Budgetary: This job does not have budgetary responsibilities but carries out day-to-day activities within approved budget.
* Strategic Planning: This job does not have strategic planning responsibilities but carries out day-to-day activities in order to reach the stated goals and objectives.
* Policies/Procedures: This job has partial responsibility for policies and procedures at the program level (assists with developing, implementing, and interpreting).
* Compliance: This job has partial responsibility for following, assisting in ensuring compliance with, and enforcing Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
* Council Communications: This job carries out day-to-day activities in accordance with Council’s adopted priorities and direction.
* Reporting: This job does not have duties related to reporting to Federal and State agencies but does have responsibility for reporting to Local agencies.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Reviews and comments on plans and specifications during the design stage as directed by the Inspection Supervisor.
* Inspects projects in the process of construction, alteration, or repair for compliance with approved City plans, specifications, codes, contracts, and safe construction practices.
* Takes appropriate action for the correction of violations.
* Exercises considerable independent judgment during inspection of engineering projects with several jobs occurring at the same time.
* Coordinates with materials testing personnel for proper and timely materials testing.
* Ensures good workmanship, structural soundness, and aesthetics of engineering projects.
* Provides adequate documentation for ADEQ for testing of all water lines and sewer lines.
* Enforces regulations pertaining to OSHA requirements, blasting, and traffic control.
* Ensures that construction projects create no hazards, avoidable nuisances, or damages to private or public property.
* Ensures that as-built plans reflect actual field conditions and that they are on file with the engineering division.
* Continues inspection of projects during their one-year warranty period.
* Maintains daily reports on all projects to reflect proper methods, materials, and products.
* Attends meetings and functions relating to inspection, as directed.
* Maintains good working relationships with contractors and citizens involved with individual projects.
* Assists the Senior Construction Inspection in the training and work direction of newer inspection personnel.
* Assists with other engineering matters or personnel as assigned.
* Collects samples, tests and evaluates native material and aggregate base coarse for density using a nuclear densometer.
* Collects samples, tests and evaluates concrete for strength, consistency, air content and fabrication of cylinders.
* Collects samples, tests and evaluates asphalt for compaction percent in the field.
* Other duties as assigned.

**MINIMUM REQUIREMENTS**

* Associates Degree or two years of college coursework.
* Five years of experience to include engineering inspection and materials testing of soils, concrete, and asphalt.
* National Institute Certification in Engineering Technologies (NICET) Level I Certification in Underground Utilities (or ability to obtain within two years of employment.)
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

* Computer experience with word processing and spreadsheets (Word and Excel).
* National Institute Certification in Engineering Technologies (NICET) Certification in Highway Construction.
* Arizona Testing Technical Institute (ATTI) Field Certification.
* American Concrete Institute (ACI) Field Testing – Grade – I Certification.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Regular attendance is an essential function of this job to ensure continuity.
* Ability and willingness to work overtime hours during evenings, weekends, and holidays, as construction dictates.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Considerable knowledge of the principles, practices, and technical aspects of civil engineering, as applied to complicated and complex public works construction.
* Ability to understand basic design concepts for public works construction.
* Considerable knowledge of the major types of public works construction, materials, methods, and of the stages of construction when possible violations and defects may be easily observed and corrected.
* Working knowledge of engineering specifications applied to public works projects.
* Ability to read and interpret plans, specifications, and blueprints as they related to public works inspection.
* Ability to detect and solve plan and field condition conflicts as they arise without changing the plan content.
* Ability to make sound and effective field change without affecting the engineer's designs.
* Ability to quickly and thoroughly learn city ordinances and codes relating to public works construction.
* Ability to detect poor workmanship, inferior materials, and potential hazards.
* Ability to establish and maintain effective working relationships with contractors, public officials, other employees, and the general public
* Demonstrated ability to tactfully, but firmly, handle stressful and confrontational situations dealing with violations.
* Ability to work with contractors in a tactful and professional, but firm manner in situations that sometimes can be delicate and stressful during specification enforcement.
* Must be able to think and act quickly as to not delay projects but maintain specification compliance.
* Ability to input data into the City’s permit and inspection tracking system (on-site training will be provided, applicant expected to be proficient within 3 months).

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

* While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands or fingers to handle or feel, reach with hands and arms, reach with hand and arms while bending, talk or hear, and occasionally climb or balance, stoop, kneel, crouch or crawl, taste or smell.
* The employee must regularly lift up to 25 pounds, and occasionally lift up to 50 pounds.
* There are no special vision requirements for this position.
* Working conditions may regularly include adverse weather conditions, working near moving mechanical parts, work in high, precarious places, and occasionally include fumes or airborne particles, toxic or caustic chemicals, extreme cold (non-weather), extreme heat (non-weather), risk of electrical shock, work with explosives, risk of radiation, and vibration.
* The noise level in the work environment varies from the quiet level (office environment) to the very loud noise (jack hammer work).

**PRE-EMPLOYMENT REQUIREMENTS**

* Pre-employment physical requirements for this position include: pre-employment physical
* There are no pre-employment testing requirements for this position.
* There are no pre-employment vaccination requirements for this position.

**CLASSIFICATION INFORMATION**

* Range 10, B-2-6, FLSA non-exempt

**TO APPLY ONLINE:**

In order to apply for this position, you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**