

**CONSTRUCTION INSPECTOR**  
Pulaski County Board of Supervisors

**Department:** Engineering Department

**Reports to:** Construction Contract Administrator

**Supervision Exercised:** None

**Supervision Received:** Work is performed with general instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt, Full-Time

**Work Hours:** 7:00 a.m. until 4:00 p.m. Holiday, weekend and evening work will be required, based on construction project schedules.

**ESSENTIAL FUNCTIONS:** Performs on-site inspection of various contracted construction projects for Pulaski County and the Pulaski County Public Service Authority. Completes assigned work independently with minimal daily supervision. Routinely makes decisions regarding quality of work performed and ensures projects are completed in accordance with applicable codes and specifications.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must have a valid Virginia Driver's License and successfully pass both a drug test and background check.

**RESPONSIBILITIES:**

- Performs on-site inspections of water line, storage tank, water pump station, gravity sewer line, sewer force main and sewer lift station installation/construction
- Performs on-site inspections of mechanical, electrical and plumbing equipment maintenance/installation on public buildings and facilities
- Performs on-site inspections of pedestrian trail and roadway construction

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of common power and hand tools
- Thorough knowledge of water line, sewer line, storage tank and pump/lift station construction, including plumbing and electrical
- Thorough knowledge of building construction including mechanical, electrical and plumbing

- Thorough knowledge of roadway construction including grading, compaction, concrete paving and asphalt paving
- Ability to read blueprints and follow oral and written directions
- Ability to make minor repairs and adjustments to equipment
- Ability to utilize Microsoft Office products, including but not limited to, MS Word, MS Excel and Outlook
- Knowledge of utility maintenance, repair and construction practices
- Knowledge of building maintenance, repair and construction practices
- Knowledge of pedestrian trail and roadway maintenance, repair and construction practices

**ADA REQUIREMENTS:**

- Ability to lift 25 pounds to a maximum of 100 pounds on a daily basis
- Ability to perform work under varying climatic conditions and terrain
- Ability to climb, crawl, and use ladders, etc.
- Ability to perform continuous heavy manual work at a rapid to moderate pace for two consecutive hour intervals with five minute breaks between each interval

**EDUCATION AND EXPERIENCE:**

- Any combination of education and experience equivalent to the completion of a high school diploma
- HVAC certification preferred
- Electrical certification preferred
- Plumbing certification preferred
- VDOT Materials Certifications for Asphalt Field Level 1 and 2, Slurry Surfacing, Surface Treatment, Soils and Aggregates Compaction, Pavement Marking, Concrete Field and Work Zone Safety preferred

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_