

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Non-Union, Non-Exempt Position</b>	
		<b>DATE OF REVISION</b>	<b>02/2015</b>
<b>POSITION</b>	<b>UTILITIES CONSTRUCTION INSPECTOR</b>	<b>MIN. HOURLY RATE</b>	<b>\$19.4973</b>
<b>DEPARTMENT</b>	<b>Utilities</b>		
<b>JOB CODE</b>	<b>43795</b>	<b>GRADE</b>	<b>18N</b>

**PHYSICAL LOCATION:**

- Office at Richard A. Heyman Environmental Protection Facility, Fleming Key, Key West, FL 33040 and project locations within the City as assigned.

**REPORTING RESPONSIBILITIES:**

- Reports directly to the Utilities Manager or his/her designee

**GENERAL FUNCTIONS:**

- This is a position of responsibility involving all facets of utility construction management. This position is to serve primarily at construction sites, project sites, and in the engineering office as assigned by the Utilities Manager or his/her Designee. The position functions to perform technical and administrative elements of inspection of public and private construction projects in the City of Key West. It will require dealing with Suppliers, Contractors, Citizens, Public Utilities, as well as Federal, State, and County agency personnel and other City Departments.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to communicate with general public, coworkers and contractors.
- Able to work a forty (40) hour work week and occasional overtime when necessary
- Able to use equipment and/or materials as specified in this job description
- Able to navigate over unlevelled ground and on levels of building throughout all phases of construction.
- Computer literate and keyboard/mouse proficient.

**EQUIPMENT TO BE USED:**

- Miscellaneous office materials and equipment, personal computer utilizing software such as Word, Excel, etc. camera, video camera, transit elevation measurement, and measuring wheels and tapes.

**ENVIRONMENT:**

- Office work will generally be in an air conditioned environment, field work will generally be in an environment associated with construction locations throughout Key West; high temperature, humidity, dampness, confined movements, dust, and low light may be encountered; for exterior locations such as city streets, sidewalks, drainage systems, facilities, etc. an environment similar to the local ambient weather conditions can be anticipated. There may not be shelter from weather conditions during the course of outdoor work.

**PHYSICAL REQUIREMENT:**

➤	Bending	5%	Sitting	20%
➤	Climbing	5%	Standing	50%
➤	Walking	10%	Driving	10%

**DUTIES/TASKS/JOBS:**

- Coordinate and maintain daily reports of the City's construction projects including hours on the job site, weather conditions, data relative daily activities, decisions and observations.
- Report to the Utilities Manager whenever any construction project is unsatisfactory, faulty or defective or does not conform to standards.
- Visually inspect and review suitability and method of storage of materials, equipment and supplies delivered to the sites.
- Accompany visiting inspectors representing the public or other agencies, which have jurisdiction over a construction project, record the outcome of these inspections and report to the General Services Director.
- Provide technical interpretations of the drawings, specifications, and contract documents, when necessary.
- Inspect work done under Tri-Party agreements to quality workmanship.
- Assure customer satisfaction for all work performed under Tri-Party agreements.
- Preparation of monthly progress payment estimates for Tri-Party Agreements, providing documentation to substantiate payment, for approval and submittal to Finance for payment processing by the General Services Department.
- Obtain elevations using transit on City right-of-way.
- Assist in correspondence preparation and files management related to the work assigned.
- Assure drawings are properly prepared by the appropriate person.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Ability to write, read, understand, and interprets general and technical specifications, drawings, and plans with strong emphasis in municipal applications, such as sewer systems, facilities maintenance, pavement restoration and storm drainage is desirable.
- Knowledgeable of waterline, sewerage, gravity and force main, storm drainage, and other utility construction.
- Knowledge of permitting process, requirements and procedures of the FDOT, FDEP, ACOE, SFWMD, etc. is desirable.
- Knowledge of the Occupation Health and Safety Administration Regulations and safety precautions relating to the various construction trades.
- Knowledgeable of Building Codes, City of Key West Zoning and Ordinances.
- Familiar with City of Key West streets, normal traffic flow patterns and locations.
- Knowledge of minimum standards, set by various trades, material testing, design, construction, engineering and architectural associations.
- Knowledge in the use of personal computer software for data/spread sheet operations, (Excel), and word processing (Microsoft Word), desirable.
- Ability to interpret survey notes and data.
- Ability to operate a motor vehicle.
- Shall have no felony convictions, or misdemeanor convictions involving perjury or false statement.
- Completion of High School (Graduation or GED or completion of Technical/Trade School).
- Four years construction experience, on construction projects as foreman or construction superintendent; or four or more years as an engineering technician or project manager is desired.

- Possession of State of Florida Certification General Contractor, Plumbing Contractor, Mechanical Contractor, or Certified Code Officer preferred.
- Must possess and maintain a valid Florida driver’s license.

**Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.**

**The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.**

**I \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgements", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,  
VETERANS PREFERENCE EMPLOYER & A DRUG-FREE WORKPLACE**

**Apply at:**

**City of Key West Human Resources Department  
3102 Flagler Ave.  
Key West, FL 33040  
Phone: (305) 809-3714  
Fax: (305) 809-3719**