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| <b>Clayton County</b>                                                  |  |
| <b>Title: Civil Engineer Inspector III</b><br><b>Class Code: TD325</b> |                                                                                     |

## PURPOSE OF CLASSIFICATION

Performs advanced level work in the inspection of County Transportation and Development projects. Work involves conducting inspections of assigned projects and proposed project sites; ensuring quality construction through compliance with specifications and applicable ordinances, codes and regulations; consulting with contractors regarding work in progress, compliance with plans and specifications, and needed corrective actions. Work is performed under the general direction of a supervising engineer who monitors and inspects work while in progress and upon completion.

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Conducts inspections of County Transportation and Development projects; examines work in progress and proposed project sites. Inspections, address all aspects of project pre-construction, construction, and completion; base compaction, grading, subgrade, drainage, erosion and sediment control measures, curbs, driveways, pipes, material quantities and qualities, traffic control, and work zone safety, etc.

Performs engineering calculations necessary to determine compliance of project components, such as elevation, grading, alignment, distances, run off, spread rate, etc. Ensures projects comply with established guidelines, specifications, project plans, applicable codes, regulations and standards. Identifies non-compliance and reviews design in order to identify needed corrective actions.

Performs measurements for contractor payment up to and including surveying tasks as part of inspection work; conducts materials testing in the field and ensures materials meet standards and specifications; tests base compaction; tests concrete for air entrainment; takes soil, aggregate, asphalt, and concrete samples for laboratory tests.

Consults with contractors, consultants, engineers, and/or homeowners regarding compliance issues and needed corrective actions. Resolves routine technical and administrative problems on a day-to-day basis.

Maintains records and diaries of project inspections, findings, corrective actions, meetings, progress, etc.; prepares reports of inspection activities and productivity; and writes letters and correspondence regarding project status, inspection findings, and needed corrective actions. Performs a variety of administrative duties in support of inspection work to include planning, prioritizing, and scheduling assigned inspections, maintaining inspection logs, and maintaining related records.



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Responds to questions, complaints, and/or requests for information from the general public, contractors, developers, and other citizens. Explains and interprets specifications and related standards.

Monitors progress of construction projects. Reviews constructability as related to field conditions, sequencing, and scheduling of construction activities.

Participates in project audits with Georgia Department of Transportation.

Prepares as built plans and documentation of the projects.

Assists with the operation of various maintenance management programs in the Public Works Division.

Assists with the post construction review of projects to ensure appropriate documentation and data is retained in databases.

### **ADDITIONAL FUNCTIONS**

May prepare estimates of quantities, materials, labor, and costs for County projects as assigned.

May mentor subordinate inspectors which involves providing guidance and direction and reviewing work.

Maintains equipment and instruments; recharges batteries on instruments and radios; stores and cleans instruments.

Participates as needed in repair efforts related to inclement weather conditions, natural disasters, and other emergency situations.

Performs other related duties as required.



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## MINIMUM QUALIFICATIONS

Bachelor of Science Degree supplemented by two (2) years of experience performing maintenance and construction work, one (1) year of which includes supervisory duties; or Associate's Degree; supplemented by five (5) years of experience performing maintenance and construction work, two (2) years of which includes supervisory duties; or High School Diploma or GED; completion of a certificate program at a Technical College in a related field; supplemented by eight (8) years of experience performing maintenance and construction work, three (3) years of which includes supervisory duties; or High School Diploma or GED; supplemented by twelve (12) years of experience performing maintenance and construction work, five (5) years of which includes supervisory duties; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Preferred candidate would hold certification as a Flagman, a Work-Zone Traffic Control Supervisor, and an Erosion Control Inspector.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, humidity, rain, temperature and noise extremes, or traffic hazards.

