



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Chief Public Works Inspector</u>	<b>NEW</b> <input type="checkbox"/>	<b>REVISED:</b> <input type="checkbox"/>
<small>(Please check one)</small>		
<b>REPORTS TO:</b> <u>Manager of Design &amp; Construction</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Resource Management</u>	<b>JOB CODE:</b> 206	

### **DEFINITIONS:**

With limited supervision coordinates meetings, develops estimates, designs plans and specifications, manages construction contracts – pre-construction to completion, manages inspectors and performs field inspections/observations related to projects and activities of the Public Works Department.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Prepare bid documents, manage pre-bid conferences and review bids for compliance with specifications.

Manage construction contracts, pre-construction meetings, review shop drawings and material certifications, prepare change orders, review invoices and authorize payment according to contracts. Conduct and manage staff conducting construction inspections, perform status updates, budget analysis, material compliance certifications, material testing, cost accounting reports and Federal and State Certifications compliance.

Create, coordinate and maintain files of information and historical data related to projects and activities. Review and recommend updates to current processes and procedures, develop and perform construction site evaluations.

Coordinate neighborhood improvement district programs from conception through completion for street and storm water drainage improvements.

**KNOWLEDGE AND SKILL:**

1. Must be able to lift and maneuver a maximum of 50 lbs
2. Position requires a considerable amount of standing and walking in all weather conditions, and the ability to climb into and out of storm sewer structures, walk steep slopes and transverse through fields and wooded areas.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Business Administration, Management, Civil Engineering, or related field and a minimum of 5 years of experience with roadway/bridge construction or project management, or other related activities or an equivalent combination of education and experience acceptable to the Department Director.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)