

OAKLAND COUNTY MICHIGAN

Class Title: CONSTRUCTION INSPECTOR II
Department: Water Resources Commissioner and/or Facilities Management
Reports To: Higher Level Inspection Personnel or Project Engineer
FLSA Status: Non-Exempt
Salary Plan: SAP

GENERAL SUMMARY

Under limited supervision, utilizes blueprints, job specifications, and computer information to perform duties involving the observation, recording and inspection of outside and underground drain, water and sewer, and County building and facility construction. Keeps detailed records of construction activities to assure compliance of materials and work with approved plans, and regularly reports progress to supervision. Duties include direct contact and response to property owners, testing and review of soil conditions, application of mathematics and field measurements, detailed knowledge and interpretation of plans and specifications, use of video equipment to record site appearance before and after construction, and responsibility to secure the work area before leaving the site. Additional duties require alertness for safety hazards, and a moderate amount of physical dexterity and effort. Utilizes current Countywide and/or department specific software to complete assignments.

Employees of this intermediate level inspection class are expected to utilize their skills to perform various inspection duties of moderate level, and generally work the same hours and days as the contractor. Inspection duties are performed both outdoors in all types of weather and in confined underground locations. Travel is necessary from site to site.

Employees of this classification are required to be available for operational problems, equipment emergencies, widespread storms, power outages and other operations and maintenance emergencies as deemed necessary by management after normal working hours, weekends and holidays. Also, employees in this classification are assigned On-Call duties and work as an On-Call Alternate as required by management.

SUPERVISION EXERCISED

May occasionally assist in the orientation and training of new inspection staff.

ESSENTIAL JOB FUNCTIONS

WITHIN THE GENERAL CLASS

Inspects work performed on several types of County construction projects including drains, sewers, water mains, pumping stations, buildings, utilities, road, and related construction projects to ensure that procedures followed and materials used comply with plans, specifications, contracts, and with local, state and federal codes.

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Informs higher level inspectors and project engineers regarding construction progress by maintaining daily log of construction and inspection activities, reporting results of local, state or federal inspections, and making special note of deviations from contract specifications. Requests work to be changed or corrected as needed to meet specifications or respond to problems in the field.

Visually inspects materials used in assigned construction projects including materials, reinforced concrete, masonry, asphalt, structural steel, and/or electrical and mechanical installations, such as plumbing, heating and ventilating materials and equipment.

May videotape construction sites before and after construction using a still or TV camera and recording equipment and replays videotape or digital images as required.

Maintains computer or paper files in field offices of as-built drawings and other records relative to past construction, including pertinent correspondence, shop drawings, job conference reports and changes in drawings, specifications and change orders issued subsequent to the award of the contract.

Reports to supervision those conditions that may delay the project. Makes field decisions as necessary, according to departmental policy.

Provides information to supervision to be included in the monthly estimate of work completed. Ensures that safety considerations are met by the contractor to reduce County liability.

Reports labor employed and overtime worked by contracted personnel.

Assists supervision as needed in acquiring additional field information for "as-built" records and files.

Observes soil compaction tests performed by others to ensure that soil is replaced in accordance with specifications.

Utilizes current Countywide and/or department specific software to complete assignments.

WHEN ASSIGNED TO THE WATER RESOURCES COMMISSIONER

Maintains person-to-person contact with the general public by obtaining information regarding complaints of property owners for review with supervision. Requests information from property owners relative to location of house leads for sewers, as well as complaint issues. Responds to complaints in accordance with departmental policy and direction.

Inspects sewer, drain or water main pipeline trenches to verify depth, width and alignment in accordance with contract specifications utilizing a variety of methods including laser beam equipment, batterboards and transit and level.

Examines trench excavation to ensure proper bedding for sewer, drain or water main.

Performs inspections of private contractor installed sewer or water extensions to County facilities. Directs the contractor to move the location of extensions and hydrants as needed for best utilization and convenience.

Assists in final acceptance tests for extensions to County systems, including air tests.

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Utilizes current Countywide and/or department specific software to complete assignments.

WHEN ASSIGNED TO FACILITIES ENGINEERING

Assists the project engineer in directing departmental moves into new quarters and in the receiving and placing of furniture and equipment.

Maintains communication with employees involved with a move or who works in a new facility to determine any unsatisfactory condition. Acts as a liaison between contractor and department to promote County satisfaction.

Utilizes current Countywide and/or department specific software to complete assignments.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS

Ability to effectively communicate to accurately convey information.

Ability to work in confined spaces and outdoor construction conditions.

Ability to operate a motor vehicle and/or be a passenger.

WORKING CONDITIONS

Work is carried out in a typical office environment and construction sites, with exposure to weather conditions and noise.

Work is occasionally performed in confined spaces.

May participate in activities that require driving or being a passenger in an automobile or bus.

IMPORTANT NOTE: The primary purpose of this job description is to set a fair and equitable salary range for this job classification. Generally, only those key duties necessary for proper job evaluation and/or labor market analysis have been included. Other duties and responsibilities will be assigned by the supervisor.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS & ABILITIES

A. REQUIRED MINIMUM QUALIFICATIONS

1. Must be a high school graduate or have a certificate of successful completion of the GED.
2. Must have two (2) years of full-time experience in construction work, CAD (computer aided design) and/or surveying.

NOTE: One (1) year of college coursework including at least two courses in drafting and/or engineering may substitute for one (1) year of the experience indicated above.

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NOTE: Applicants possessing transcripts from a college or university outside of the United States will be required to provide documentation of degree equivalency from a member of the National Association of Credential Evaluation Services (<http://naces.org/members.html>). The degree evaluation will be required for application processing.

3. Possess a valid United States motor vehicle operator's or chauffeur's license. Out of Country driver's license holders will be required to obtain the appropriate valid State of Michigan driver's license before the hire date.
4. Pass the complete examination, including the employment medical, established for this classification.
5. Successfully complete the six month probationary period.

B. ADDITIONAL DESIRABLE QUALIFICATIONS

1. Considerable ability to understand and follow oral and written instructions.
2. Considerable ability to establish and maintain effective relationships with contractors, property owners and the general public.
3. Considerable knowledge of mathematics particularly as related to engineering computations and property triangulation.
4. Reasonable ability to read and interpret blueprints, plans and specifications, both printed and in digital computer form.
5. Reasonable ability to keep paper and computer records, files, and survey notes and make reports.
6. Reasonable ability to utilize current word processing, spreadsheet, database, e-mail and Internet software.
7. Reasonable knowledge of general construction methods, materials, practices and techniques.
8. Physical condition which permits working out-of-doors under adverse conditions.
9. College coursework or training at a technical college.

C. SPECIAL REQUIREMENTS

1. Must maintain a valid United States motor vehicle operator's or chauffeur's license.

APPROVED BY:

Ann Taylor

DATE:

08/06/19



Full Time Salary Schedules - HCM -CR

Classification	Comments	Compensation Step				Job Profile	Salary Plan	Exempt/Non-Exempt	Occ Cat
		Step	Hourly	Bi - Weekly	Annual				
Construction Inspector II-095	<i>Work @ Direction Limited supervision</i>	01	27.9259	2,234.07	58,086	J000167	095/116	Non-Exempt	Technicians
		12 <i>MO</i>	29.2814	2,342.51	60,905				
		24	30.6370	2,450.96	63,725				
		36	31.9926	2,559.41	66,545				
		48	33.3480	2,667.84	69,364				
		60	34.7036	2,776.29	72,184				
		72	36.0596	2,884.77	75,004				
		84	37.4153	2,993.22	77,824				
Construction Inspector III-095	<i>Supervisor</i>	01	30.7880	2,463.04	64,039	J000168	095/118	Non-Exempt	Technicians
		12	32.2823	2,582.58	67,147				
		24	33.7773	2,702.18	70,257				
		36	35.2720	2,821.76	73,366				
		48	36.7664	2,941.31	76,474				
		60	38.2611	3,060.89	79,583				
		72	39.7553	3,180.42	82,691				
		84	41.2503	3,300.02	85,801				
Construction Inspector III-UNI		01	30.3171	2,425.37	63,060	J001932	UNI/118	Non-Exempt	Technicians
	12	31.7885	2,543.08	66,120					
	24	33.2605	2,660.84	69,182					
	36	34.7326	2,778.61	72,244					
	48	36.2040	2,896.32	75,304					
	60	37.6760	3,014.08	78,366					
	72	39.1473	3,131.78	81,426					
	84	40.6193	3,249.54	84,488					
Construction Inspector IV-095		01	33.9439	2,715.51	70,603	J000169	095/120	Non-Exempt	Technicians
	12	35.5916	2,847.33	74,031					
	24	37.2394	2,979.15	77,458					
	36	38.8874	3,110.99	80,886					
	48	40.5349	3,242.79	84,313					
	60	42.1829	3,374.63	87,740					
	72	43.8306	3,506.45	91,168					
	84	45.4785	3,638.28	94,595					
Corporation Counsel Litigator-UNI		01	63.0271	5,042.17	131,096	J000952	UNI/133	Exempt	Professionals
	12	66.0869	5,286.95	137,461					
	24	69.1464	5,531.71	143,824					
	36	72.2061	5,776.49	150,189					
	48	75.2654	6,021.23	156,552					
	60	78.3250	6,266.00	162,916					
	72	81.3848	6,510.78	169,280					



Full Time Salary Schedules - HCM -CR

Classification	Comments	Compensation Step				Job Profile	Salary Plan	Exempt/Non-Exempt	Occ Cat
		Step	Hourly	Bi - Weekly	Annual				
Environmental Planner-095		84	52.6465	4,211.72	109,505				
		01	35.6409	2,851.27	74,133	J001038	095/121	Non-Exempt	Professionals
		12	37.3713	2,989.70	77,732				
		24	39.1011	3,128.09	81,330				
		36	40.8313	3,266.50	84,929				
		48	42.5620	3,404.96	88,529				
		60	44.2919	3,543.35	92,127				
		72	46.0219	3,681.75	95,726				
Environmental Sustainability Officer-APP		84	47.7525	3,820.20	99,325				
		01	72.9615	5,836.92	151,760	J001717	APP/336	Exempt	Elected and Appointed Officials
		12	76.5036	6,120.29	159,128				
		24	80.0456	6,403.65	166,495				
		36	83.5870	6,686.96	173,861				
		48	87.1289	6,970.31	181,228				
		60	90.6708	7,253.66	188,595				
		72	94.2126	7,537.01	195,962				
Epidemiologist-087		84	97.7541	7,820.33	203,329				
		01	41.2588	3,300.70	85,818	J000227	087/124	Exempt	Professionals
		12	43.2616	3,460.93	89,984				
		24	45.2644	3,621.15	94,150				
		36	47.2678	3,781.42	98,317				
		48	49.2705	3,941.64	102,483				
		60	51.2735	4,101.88	106,649				
		72	53.2763	4,262.10	110,815				
Equalization Appraiser Aide-069		84	55.2791	4,422.33	114,981				
		01	24.1233	1,929.86	50,176	J002020	069/113	Non-Exempt	Paraprofessional
		12	25.2945	2,023.56	52,613				
		24	26.4651	2,117.21	55,047				
		36	27.6364	2,210.91	57,484				
		48	28.8078	2,304.62	59,920				
		60	29.9784	2,398.27	62,355				
		72	31.1496	2,491.97	64,791				
Equalization Appraiser I Certified-069		84	32.3205	2,585.64	67,227				
		01	27.9259	2,234.07	58,086	J000229	069/116	Non-Exempt	Professionals
		12	29.2814	2,342.51	60,905				
		24	30.6370	2,450.96	63,725				
		36	31.9926	2,559.41	66,545				
	48	33.3480	2,667.84	69,364					