

# CITY OF FRISCO

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Construction Supervisor</b>	<b>LAST UPDATED:</b>	10/30/2006
<b>DEPARTMENT:</b>	Engineering Services	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Construction Manager	<b>FLSA DESIGNATION:</b>	Non-Exempt

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**Summary:** Under general supervision of the Construction Manager, inspects construction sites to monitor compliance with construction specifications, standards, materials and methods that meet or exceed City specifications in the installation of streets, wet utilities and franchise utilities and to keep the public safe during construction. Performs Chief Construction Inspector duties as assigned.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### **Essential Job Functions:**

- Assists Chief Construction Inspector with administrative duties in the daily operation and supervision of Construction Inspectors that which include assigning and reviewing projects, final inspections and supervising assigned staff.
- Assists with selection process, supervision, training, counseling, discipline and performance evaluations and on the job training of construction inspection staff
- Provides lead technical inspection guidance to construction inspectors, assigned staff and contractors.
- Provides on-site construction inspection of street paving, subgrade, wet utilities, franchise utilities and capital improvement projects.
- Conducts preconstruction, preliminary inspection meetings and provides technical support to Construction Inspectors and contractors related to design standards, and ordinance enforcement.
- Provides project status updates and reviews to Chief Construction Inspector and other staff as necessary.
- Prepares narrative and written technical reports related to preliminary construction site inspections and contract specifications for Construction Inspection Division.
- Reviews sanitary sewer videos, water test results, field densities, lime testing and concrete testing for compliance with City standards and plots final results on drawings as applicable.
- Interacts with public and private organizations, developers, contractors, City departments, staff, and residents with construction projects.
- Responds to and resolves customer, contractor, developer and general public complaints, concerns and questions related to plan review and assigned capital improvement construction projects.
- Mediates most construction standard differences between Inspectors, contractors and developers.

### **Other Important Duties:**

- Travels to construction sites to monitor progress and compliance with contract specifications, and to attend meetings, conferences and training.
- Inspects accepted projects to conduct annual maintenance checks.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

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### **Required Knowledge and Skills:**

- Knowledge of construction inspection techniques and procedures.
- Knowledge of construction materials and supply specifications and standards.
- Knowledge of measuring instruments, probes and hand excavation tools.
- Knowledge of civil construction methods, practices and procedures.
- Knowledge of customer service practices and procedures.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in inspecting, reviewing, evaluating, and modifying construction plans.
- Skill in analyzing technical reports for compliance with material specifications.
- Skill in enforcing applicable Federal, State and City construction codes and ordinances.
- Skill in mediating differences among contractors, developers, and inspectors.
- Skill in effectively leading and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

### **Preferred Education, Experience, and Certifications:**

- High School Diploma or G.E.D., **and** four (4) years street and wet utility construction experience; **or** equivalent combination of education and experience; at least two (2) years progressively responsible experience as a construction inspector with the City.
- TEEK training in Work Zone Safety, Water, Sewer, Lime, Concrete and Construction Inspection, certifications in Water, Sewer, Lime, Concrete, and Construction Inspection.
- Must pass a pre-employment drug screen, MVR and criminal background check.
- May be required to pass pre-employment physical agility exam.
- Must possess valid State of Texas Driver's License.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking over rough terrain, bending, reaching, kneeling or climbing ladders into trenches or up on roofs when inspecting construction and land development sites.
- May be subject to exposure to extreme weather conditions, hazardous materials, chemicals and fumes, heavy construction equipment, confined spaces, heights, air and water borne pathogens.
- Must be able to lift up to 70 pounds.

### **Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, probes, storm inlet key, measuring instruments, hand excavation tools and department vehicles.