



## City of Lake Oswego, Oregon

### Job Description

## CONSTRUCTION INSPECTOR

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 166**

**Job Code: 4045**

### Class Summary

Positions in this classification perform skilled inspection and enforcement work in securing compliance of public utility and street construction with City codes and standard specifications. Work involves responsibility for inspecting a variety of City and development and construction projects to determine whether plans, workmanship and materials conform with legally established requirements. Employees work independently on field inspections and make decisions exercising technical judgment; however, they consult with a technical supervisor on more difficult and unusual cases. Work is subject to periodic checks and review by a technical supervisor. Inspectors in this classification may also be assigned enforcement activities of City Code and nuisance regulations.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Conducts on-site public utility and street construction inspections of City and private development projects, checking for conformity with City Standard Specifications and Codes.
2. Explains and gives interpretations of City Code and Standard Specifications to construction industry personnel and citizens of the community.
3. Issues letters of correction, abatement and compliance to contractors, and re-inspects construction projects for conformance.
4. Investigates and documents City Code violations for possible prosecution by City Attorney.
5. Keeps records of inspections and prepares reports.
6. Performs other duties of a similar nature or level.

### Minimum Qualifications

#### Knowledge of:

- Methods, materials and techniques involved in public utility and street construction, repair and alteration.
- Regulations and laws relating to public works and development construction.
- Personal computers and related software applications.

#### Skills and Abilities to:

- Detect and locate defective workmanship and materials.
- Understand and work with construction plans, specifications, standard drawings and diagrams.
- Develop and maintain effective working relationships with other employees, contractors, development owners and members of the general public.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; and three years of experience in public utilities, street construction work; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing and Other Requirements:**

Some positions in this classification may be required to possess a valid driver’s license and ability to meet the City’s driving standards.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director** **Date**

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**Human Resources Director** **Date**

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**Employee** **Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*