



Construction Inspector

City of Kenmore

SUMMARY

This position independently reviews and inspects private development proposals to verify compliance with approved plans, specifications, documents, and safety and quality control. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Independently performs a variety of routine and complex inspections for stormwater management facilities, temporary erosion and sediment control (TESC), roads, frontage improvements, and related infrastructure; assures work quality, cost control, and compliance with approved plans, drawings and specifications, permits, standards, and codes including environmental protection laws.
- Identifies and documents deficiencies and deviations from quality and safety standards and project specifications; refers problems and disagreements in interpretation to Senior Development Review Engineer.
- Reviews plans and specifications of assigned projects to gain familiarity with the projects prior to inspection; performs field inspections to evaluate and validate the work performed; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, and applicable codes and regulations; and coordinates and witnesses tests of work site, materials, and work products to assure quality and safety standards are met.
- Assists contractors with problems and concerns and responds within scope of authority; anticipates problems and pursues solutions; communicates project goals and objectives; and assures effective communication of project status with City staff, contractors, and other parties.
- Coordinates traffic control activities as needed.
- Assists the public in construction matters relating to site development; explains City codes, policies, procedures, and regulations; and provides information and recommendations within scope of authority.
- Approves the release of performance bonds; coordinates final construction inspections.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- City policies and procedures.
- Civil engineering methods and practices.

- Federal, State, and local construction and safety codes, regulations and standards, and specialized sources of construction safety information.
- Methods and techniques of inspecting public works construction projects and structures.
- Regulations, protocols, and standards governing construction inspection and plan review activities.
- Federal and State codes and regulations governing public works projects, including, American Association of State Highway and Transportation Officials (AASHTO), Manual on Uniform Traffic Control Devices (MUTCD), and WSDOT standards, protocols, specifications, and guidelines.
- Types of tests performed on construction materials and work sites, surface water management standards, and TESC (Temporary Erosion Sedimentation Control) practices.
- Occupational hazards and safety precautions. Requires effective verbal and written communication skills.
- [Bulleted items]

Abilities:

- Use independent judgment within established procedural guidelines.
- Interpret statutes, rules, ordinances, codes, and regulations, and compare them with plans and technical specifications.
- Technical knowledge of construction methods and sound inspection procedures to evaluate workmanship and materials quality and detect deviations from construction and safety standards.
- Read and interpret construction drawings and specifications and compare them with construction in progress.
- Review and verify mathematical calculations.
- Provide advice on standard construction methods and compliance requirements.
- Read and interpret plans and specifications to inspect site development work and verify compliance with applicable standards.
- Establish and maintain effective working relationships with other staff, agencies, elected officials, and the public.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Work involves moving, communicating, operating objects, tools, or controls and reaching.
- Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to push, pull, lift, and/or carry up to 25 pounds.

Education and Experience:

- The position typically requires a high school diploma or GED equivalent (an associate degree is preferred) and
- Four (4) years' experience as a Construction Inspector, preferable with the City of Kenmore or local municipality.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.
- Experience with Trakit, Mybuildingpermit.com, and Bluebeam is preferred.

- Associates degree is preferred.

Licenses and Certificates

- Valid driver's license and maintaining an acceptable driving record.
- Construction Site Erosion and Sediment Control certification (CESCL) or ability to obtain within one (1) year of hire.
- Must complete First Aid/CPR training.
- Additional technical training and certifications may be required.

ADDITIONAL INFORMATION

- **Work Environment** – Work performed will primarily take place indoors in an office environment. Some work can be expected to be performed in the community alongside project partners.
- **Hours of Work** –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position requires you to be available for evening hours to attend or present in-person at City Council meetings as needed, or attend in-person, evening or weekend meetings when necessary.
- **Security Requirements** – The successful candidate must pass a post-offer, pre-hire criminal background check.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Development Services

FLSA: Non-exempt

City of Kenmore

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