

Title: <b>Inspector</b>	Effective Date: June 17, 2023	Grade: XI	Job Category: Technician
Prior Title: Construction Inspector	Prior Effective Date: August 24, 2022	Grade: XI	Page: 1 of 2

### ***CHARACTERISTICS OF WORK***

Under the direction of the Resident Engineer, this position is responsible for on-site survey work and inspection of contract construction necessary to ensure compliance with design plans and specifications.

### ***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Act as jobsite manager without immediate direct supervision by coordinating the activities of assigned field personnel for inspection of construction work to ensure the adherence to Department specifications, plans and procedures.
- Inspect materials used by contractors on highway construction projects on-site and document compliance with specifications.
- Perform a variety of surveying assignments including oversight of survey parties.
- Compute and document pay quantities for current and final estimates.
- Perform tests or ensure tests are performed for specification compliance.
- Review construction project documents, including the contract, drawings, project manuals, and change orders to ensure that the work constructed complies with the project requirements.
- Keep supervisor fully informed of contractors' daily activities and unusual conditions.
- Document contractor's work via SiteManager or other electronic inspection software in accordance with Department policy.
- Provide technical assistance, mentoring and training to lesser-experienced personnel.
- Employee is required to frequently drive a Department vehicle to various locations within the District.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Advanced highway construction inspection experience.

Knowledge, skills and abilities: Knowledge of surveying, engineering, construction plans and specifications, and highway materials sampling and testing procedures. Effective leadership and communication skills. Knowledge of construction project documentation and procedures. Working knowledge of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Ability to use SiteManager software or other electronic construction inspection software to record inspection documentation. Attention to detail. Ability to perform mathematical calculations including addition, subtraction, multiplication, division, the use of fractions and decimals, calculation of areas, volumes, rates, grades and slopes.

Physical requirements: Ability to perform assigned duties in all types of weather as well as other work conditions, e. g. noise, dust and fumes. Ability to traverse rugged terrain, climb up and down hills and grades as well as in and out of vehicles. Ability to lift up to 75 pounds with or without reasonable accommodation.

Working conditions: Must travel frequently to various locations within the District. Ability to perform assigned duties in all types of weather as well as other work conditions, e. g. noise, dust and fumes.

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Licenses, registrations and certifications: Certification in Soils, Concrete Field Testing, and National Pollutant Discharge Elimination System (NPDES) by the Technician Certification Program at the Center for Training Transportation Professionals, or equivalent certification. Valid driver's license.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*