



## CONSTRUCTION INSPECTOR

The Blueline Group is actively searching for a qualified Construction Inspector. He/she will be responsible for working with the Project Manager, Local Agencies/Owners and Contractors to ensure municipal construction projects are built according to the approved plans and specifications, as well as the governing jurisdiction's standards.

Primary responsibilities include:

- Inspecting all aspects of municipal utility, road and sidewalk projects.
- Documenting the work performed by the Contractor through Daily Inspection Reports.
- Documenting the work performed by the Contractor through project photographs.
- Keeping an accurate log of contract days used and remaining throughout the project.
- Verifying quantities of work performed each day and providing weekly Quantity Reports to the Owner.
- Maintaining accurate records of personnel, equipment and material used on force account activities.
- Reviewing change order requests.
- Verifying materials delivered to the jobsite match the approved submittals.
- Walking the project ahead of the Contractor's work schedule to identify potential unforeseen conflicts.
- Advising the Contractor of insufficient traffic control measures, or unsafe work conditions.
- Coordinating scheduling of soils, asphalt and concrete testing as required.
- Coordinating with the local residents regarding impacts of construction.
- Maintaining accurate as-built record drawings for the project.
- Advising the Owner of the work of progress and field issues as they arise.
- Working with the Contractor to provide updated schedules to the Owner as needed.

To perform the job successfully, an individual should demonstrate the following abilities:

- Strong problem-solving skills.
- Confidently communicating and responding to feedback.
- Interacting positively and professionally with other employees, as well as Contractors, clients, industry professionals, and residents/business owners impacted by construction.
- Professional judgment to efficiently perform the inspection responsibilities with the least possible interruption to the Contractor/work progress.
- Maintaining a high degree of accuracy in all of his/her work and documentation.
- Excellent organization and time management skills leading to timely documentation and submittals.
- Ability to learn and retain new information quickly.
- Experience using Microsoft Office 2013.
- Ability to read scaled construction plans.
- Dependability and thoroughness.
- Ability to work hours dictated by the Contractor's Schedule on short notice.
- Ability to work outdoors in various weather conditions.
- Means to provide his/her own transportation to/from the jobsite.

Education, Experience and Training:

- Degree in Civil Engineering or Construction Management Required (EIT preferred).
- Experience in Civil Engineering or Construction Management preferred.