

Title: Construction Inspector	Effective Date: June 24, 2017	Grade: XI	Job Category: Technician
Prior Title: Construction Aide III, Inspector, Senior Inspector	Prior Effective Date: May 11, 2012	Grade: X, XI, XIII	Page: 1 of 1

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 to 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 State Highway and Transportation Department is an "at will" employer.

- Coordinate the activities of assigned field personnel to ensure the adherence to Department specifications, plans and procedures.
- Inspect materials used by contractors on highway construction on-site, and document compliance with specifications.
- Perform a variety of surveying assignments including supervision of survey party.
- Document pay quantities for current and final estimates.
- Perform tests for specification compliance.
- Employee is required to frequently drive a Department vehicle to various locations within the District.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Knowledge of surveying, engineering, construction plans and specifications, and highway materials sampling and testing procedures. Five years of highway inspection experience. Knowledge of construction project documentation and procedures. Supervisory capabilities. Effective leadership and communication skills. Certification in Soils/Earthwork and Portland Cement Concrete Testing by the Technician Certification Program at the Mack-Blackwell Rural Transportation Study Center, or equivalent certification. 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. 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.)

