

Title: Inspector	Effective Date: May 11, 2012	Grade: XI	Job Category: Technician
Prior Title: Inspector	Prior Effective Date: October 19, 2011	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the general supervision 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.

- Inspect materials used by contractors on highway construction on-site and document compliance with specifications.
- Perform variety of surveying assignments including supervision of survey party.
- Document pay quantities for current and final estimates.
- Inspect various phases of contractor work to ensure proper highway construction.
- 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. Knowledge of construction project documentation procedures. Supervisory capabilities. Minimum of three years experience as a Construction Aide or equivalent experience. 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. Working knowledge of SiteManager software. 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.)

