

Title: <b>Senior Inspector</b>	Effective Date: May 11, 2012	Grade: XIII	Job Category: Technician
Prior Title: Senior Inspector	Prior Effective Date: October 19, 2011	Grade: XIII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under the direction of the Resident Engineer, this position is responsible for ensuring that assigned construction projects are built in accordance with the plans and specifications; for supervising other Department personnel when surveying, and for inspecting contractor work.

*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 Inspectors to ensure the adherence to Department specifications, plans and procedures.
- Analyze construction plans and monitor construction to ensure possible problems are identified, necessary changes recommended and that construction is in accordance with plans and specifications.
- Practice complete and accurate records management to facilitate current and final estimate payments to contractors.
- Test and evaluate materials with respect to Department specifications and past experience to ensure the utilization of materials capable of yielding durable finished products.
- Establish and maintain productive relationship with contractor supervisors to ensure that materials are properly handled and applied and that corrections in procedure are promptly made.
- Monitor pit operations and asphalt and concrete plants to ensure adequate and proper control of material production and proper gathering and testing of material samples.
- Supervise other Department employees in performing all survey operations necessary.
- 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, highway materials sampling and testing procedures. Minimum of three years experience as Inspector or similar experience. Knowledge of construction project documentation and procedures. Supervisory capabilities. 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 and Earthwork Quantity Calculation 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.)*

