



# City of Kingman, Arizona

**Classification:** Engineering Technician II – Senior Inspector  
**Department:** Engineering  
**Accountable To:** Engineering Technician Supervisor  
**Created/Revised Date:** January 2016  
**FLSA Status:** Non-Exempt **Salary Grade:** 212 **Band:** C **EEO4:** 3

## GENERAL DESCRIPTION OF POSITION

Performs field and technical construction inspection work for environmental, water, sewer, street, and other public works projects and programs. Assures compliance with Federal, State and local codes and standards and contractual provisions. Employees of this class are expected to perform highly skilled technical duties associated with inspections of capital improvements projects or private development.

The Engineering Technician II is the full journey level class within the Engineering Technician series. Employees within the Engineering Technician II class are distinguished from the Engineering Technician I by the performance of full range of duties as assigned including more complex work assignments. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Appointment to the Engineering Technician II level requires that the employee: Is satisfactorily performing the full range of duties assigned to the II level class, is off introductory status, and meets the minimum requirements for the class.

## SUPERVISION RECEIVED

Works under the general guidance and direction of the Engineering Technician Supervisor, Assistant City Engineer and/or City Engineer.

## SUPERVISION EXERCISED

May exercise functional and technical supervision over lower level and temporary. May act as Engineering Technician Supervisor in their absence.

**ESSENTIAL DUTIES & RESPONSIBILITIES** Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Assists Engineering Technician Supervisor with planning and organizing workloads and staff assignments; assists with training as needed. Trains, motivates and provides input on employee evaluations.
  - Inspects and approves all phases of public and private construction and installation of streets, curbs, gutter, sidewalk, storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.
  - Inspects and assesses damage from oil, gas and water leaks to public and private property and facilities as required. Oil and/or gas leaks are reported to the Fire Department Hazardous Materials Team.
  - Inspects construction work under excavation, clearing and grading permits.
  - Coordinates activities and schedules with utility companies, contractors, property owners and other City departments. Resolves conflicts within scope of authority, and/or refers conflicts to Engineering Technician Supervisor, Assistant City Engineer or City Engineer.
  - Inspects to assure compliance with local, State and Federal standards for any right-of-way, street use, and other
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permits issued to private utilities or contractors.

- Checks for proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD).
- Provides information and responds to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects.
- Maintains a variety of logs and records related to employees, work assignments and inspection activities.
- Performs work in accordance with safety policies and procedures.
- Provides guidance to engineering technician – inspectors on policies, practices and procedures, design and inspection within the public right of way.
- Compiles information and prepares construction reports as required. Assists in facilitating resolution of construction related conflicts.
- Handles complex technical problems, customer inquiries and complaints.
- Exercises considerable independent judgment during inspection of engineering projects with several jobs occurring at the same time.
- Ensures good workmanship, structural soundness, and aesthetics of engineering projects.
- Provides adequate documentation for ADEQ for testing of all water lines and sewer lines.
- Ensures safety of self while performing inspection on sites to include traversing, entering and exiting sites. Recognizes appropriate OSHA requirements and traffic control protocols are in place prior to placing self into the area of inspection.
- Ensures that construction projects create no hazards, avoidable nuisances, or damages to private or public property.
- Accurately read and interpret maps, specifications, drawings, and blueprints.
- Performs all duties in conformance to appropriate safety and security standards.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Provides excellent customer service to all contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and immediately reports unsafe activity and conditions to supervisor(s).

#### **PERIPHERAL DUTIES:**

- Reviews field staking and makes revisions within scope of authority; or refers matter to Engineering Technician Supervisor, Assistant City Engineer or City Engineer for final interpretation and resolution.
- May serve on various employee or other committees as assigned.
- Serves as a member of survey crew or flagging as needed.
- Performs related duties as assigned.
- Performs special assignments as requested.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### **Education and experience:**

- Graduation from high school diploma or GED equivalent;
- Supplemented by two (2) years of related technical or college training in Algebra, Trigonometry, Physics, Land Surveying, Civil Engineering, or a closely related field; and
- Minimum of five (5) years of public works improvement inspections experience; or
- Any equivalent combination of education, experience and training which demonstrates the knowledge and experience to perform the work.

##### **Necessary Knowledge, Skills and Abilities:**

###### **Knowledge:**

Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Public works inspection methods; Working knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control; personal computers and software (word processing, spreadsheets, project and scheduling – Trakit, etc.); Occupational hazards, related Federal and State OSHA regulations and standard safety precautions.

## **Skills:**

Skill in reading and interpreting construction drawings, plans and specifications; Operating listed tools and equipment; Applying material testing and procedures; Preparing and maintaining clear, concise and accurate records and reports; Using computers and job-related software applications; Troubleshooting problems; Working in a team environment; Providing customer service; and Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; Read and interpret basic maps and blueprints.

## **Abilities:**

Ability to: Accurately read and comprehend construction plans; Prepare, organize and maintain inspection field and office data, reports and systems; Perform required mathematical computations; Prepare accurate quantity and cost estimates; Work effectively with multiple inspections on a variety of capital improvement projects; Effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials, and the general public; Coordinate and organize work activities; Detect poor workmanship, inferior materials, and potential hazards and recommend or stipulate appropriate remedial measure; Establish and maintain effective working relationships with coworkers, supervisor, other departments and the public; Understand and carry out written and oral instructions; Follow and maintain safety standards, and identify safety problems; Promote and adhere to safe work practices; Carry out assigned projects to their completion; Use appropriate tact and consideration in dealing with customer complaints and questions; Adapt to changing work priorities, accept changes in project schedules and meet deadlines; Work independently, and as a team, to complete daily activities according to work schedule; Lead, guide and evaluate others in the work they are performing; Use equipment and tools properly and safely; Perform in adverse weather conditions; Wear OSHA required personal protective equipment; Bend or stoop repeatedly or continually while performing inspections; Traverse safely over rough, uneven, sloping, or rocky surfaces or terrain, and maneuver around scaffolding, bracing, or unfinished construction elements.

## **SPECIAL REQUIREMENTS**

- Valid Arizona Driver's license or ability to obtain one prior to employment.

## **WORK ENVIRONMENT**

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

## **Expected Behavior/Quality of Services:**

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

**Commitment** – Dedicate oneself to consistent and excellent public service.

**Innovation** – Implement unique, creative and cost-effective solutions.

**Communication** – Communicate in a positive, honest and productive manner.

**Integrity** – Adherence to high ethical standards.

**Diversity** – Promote inclusiveness and impartiality throughout the organization.

**Personal Responsibility** – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

**Respect** – Demonstrate a high regard for others, support each other.

**Teamwork** – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

**All City employees are expected to conduct themselves consistent and in support with the above values.**

## **SELECTION GUIDELINES:**

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

**EMPLOYEE SIGN OFF:**

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_